OPERATIONAL SERVICES DIVISION
THE OPERATIONS, TRAINING, AND AUDIT OFFICE

System Login & Manage My Profile

Accessing Privileged Functions and Customized Your Account

The Comm-PASS Helpdesk

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Login and Manage My Profile.

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These scenarios demonstrate Desktop functionality, including:

- login
- retrieve forgotten authentication information
- manage contact information
- view departments
- view approvers (Buyers)
- manage authentication information
- set personal preferences
- manage Desktop
- view system notifications up to 30 days old

- These scenarios occur in the privileged access portion of the site
- A login ID-password pair is required

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Login to Comm-PASS @ www.comm-pass.com. Select "BuySmart" login or select any navy blue tab to login with the exception of the Resource Center.

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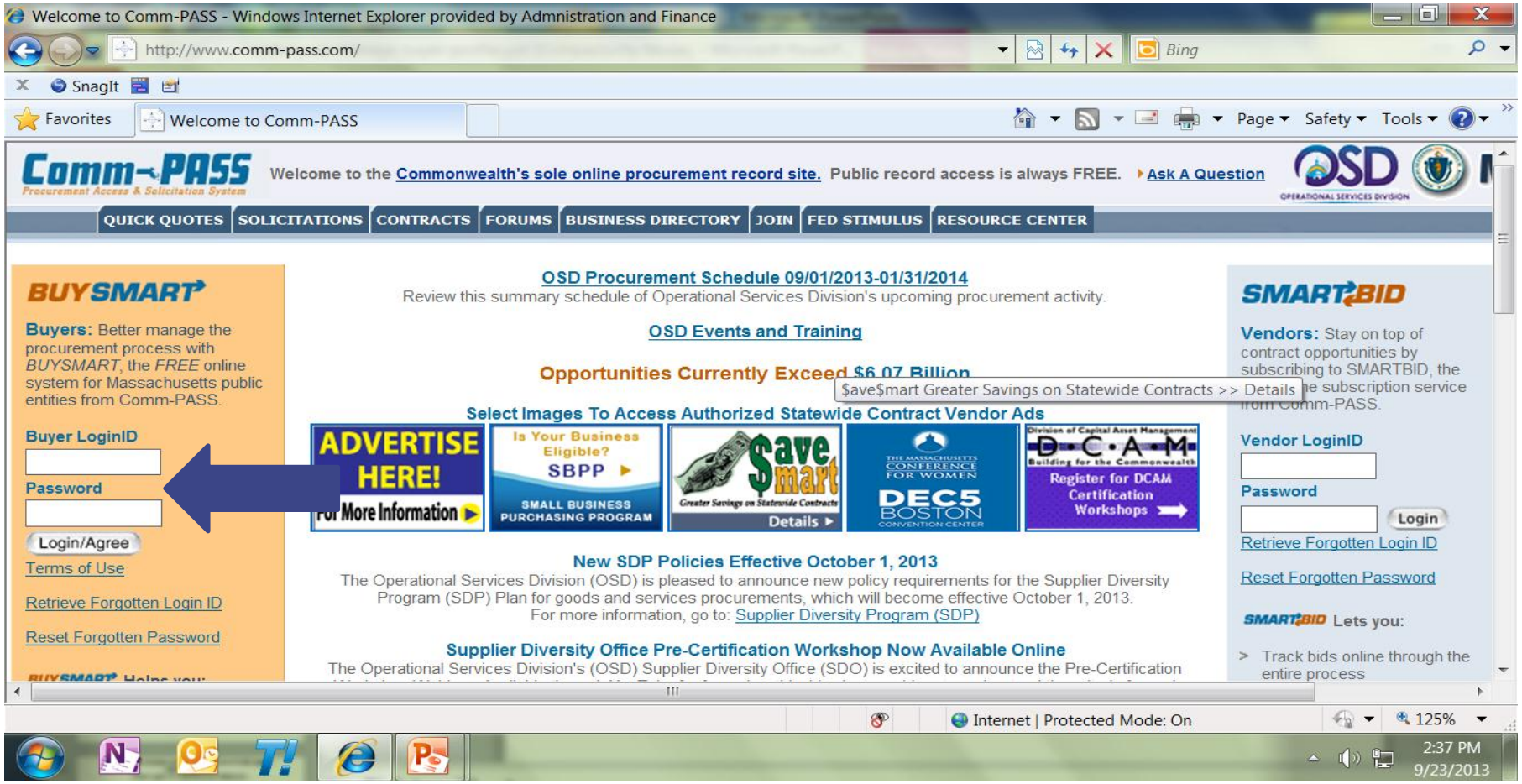

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You may also access login from other Comm-PASS pages. Select Login link. Enter "Login ID Username and Password". Throughout Comm-PASS, refer to the "**Quick Tips"…** Each page contains context-related definitions and helpful hints.

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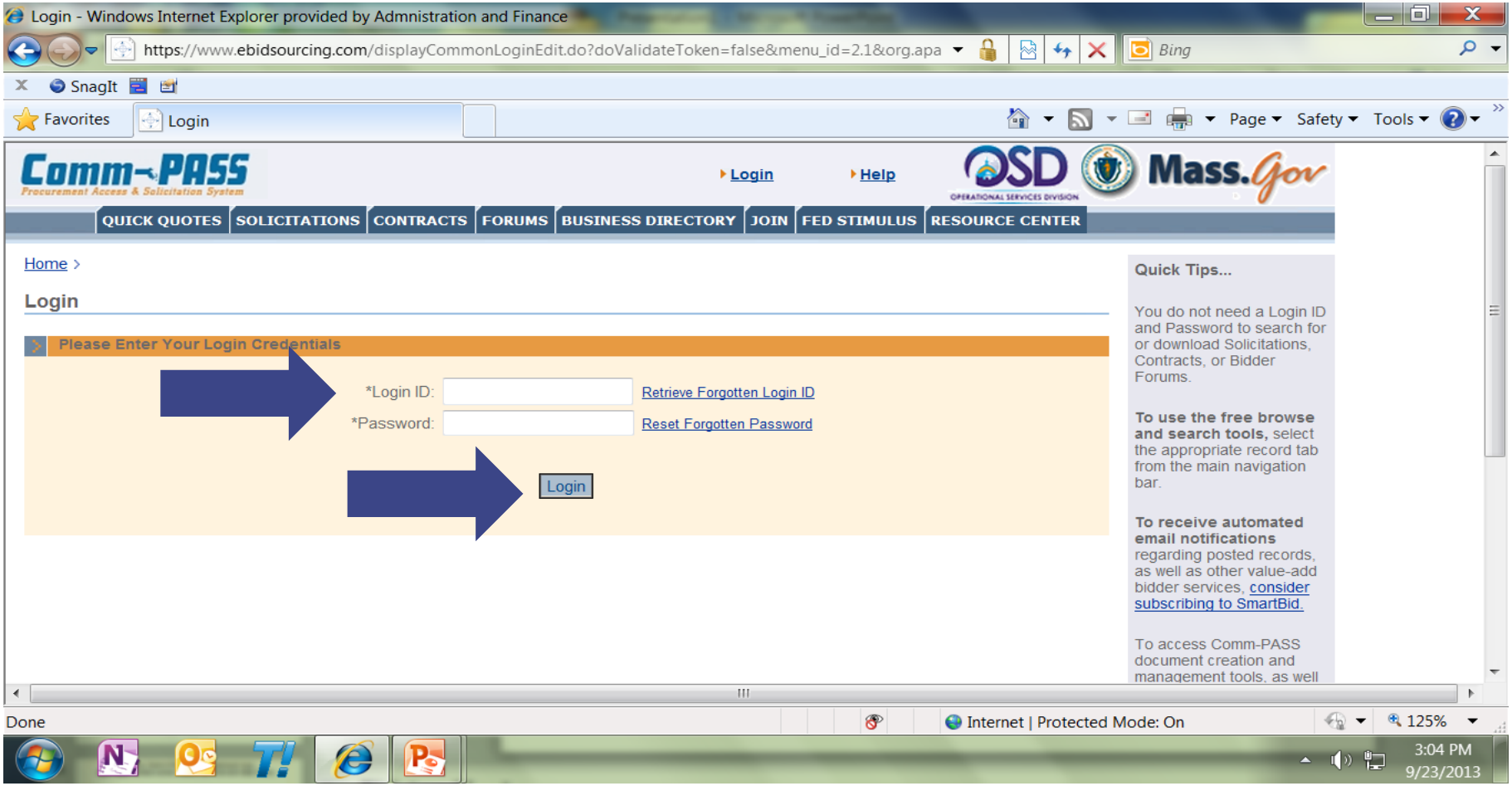

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Login displays to the Desktop. Select the “My Profile” tab.

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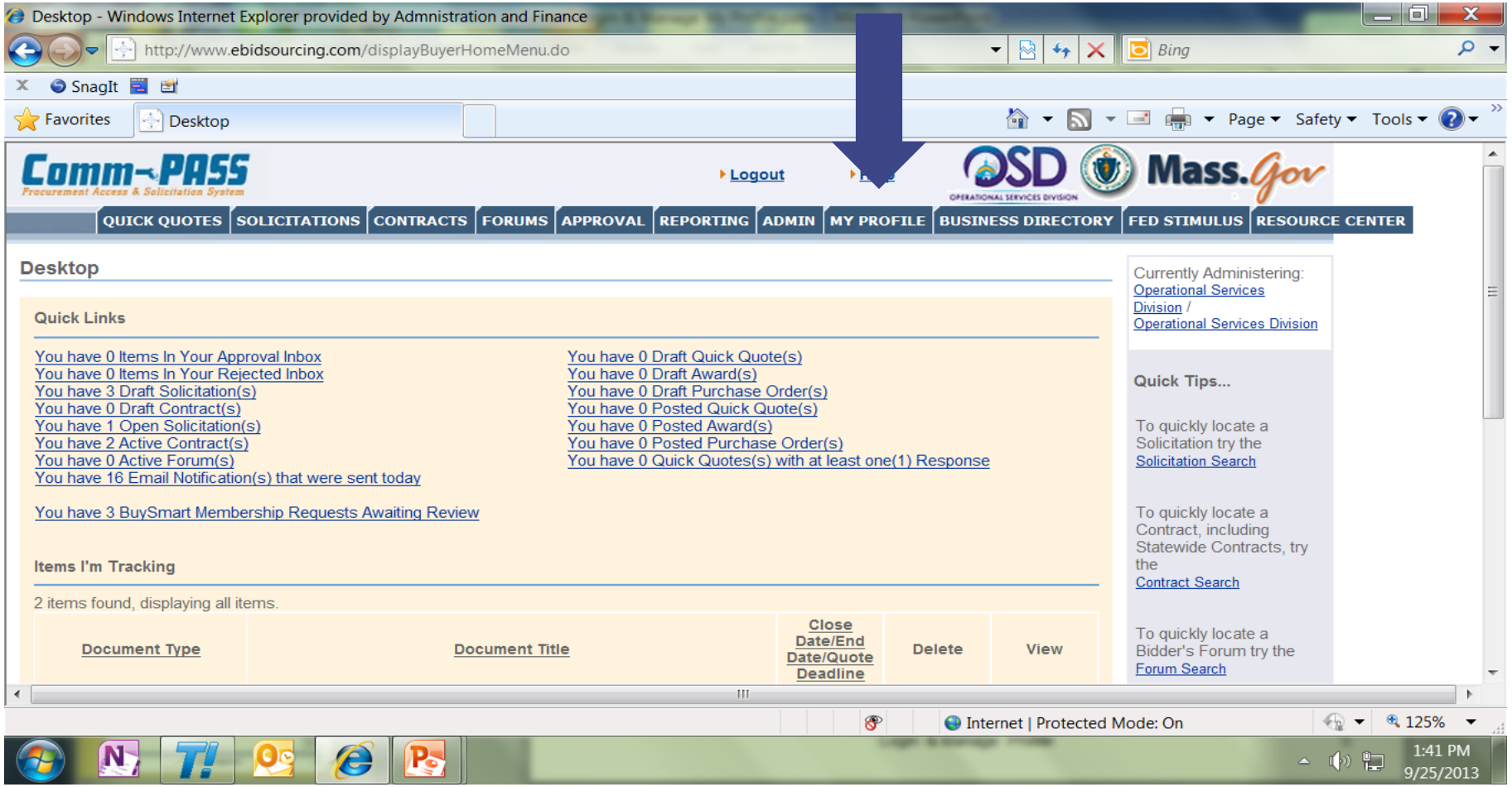

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Review “My Profile” menu, select “Edit Contact Information” link.

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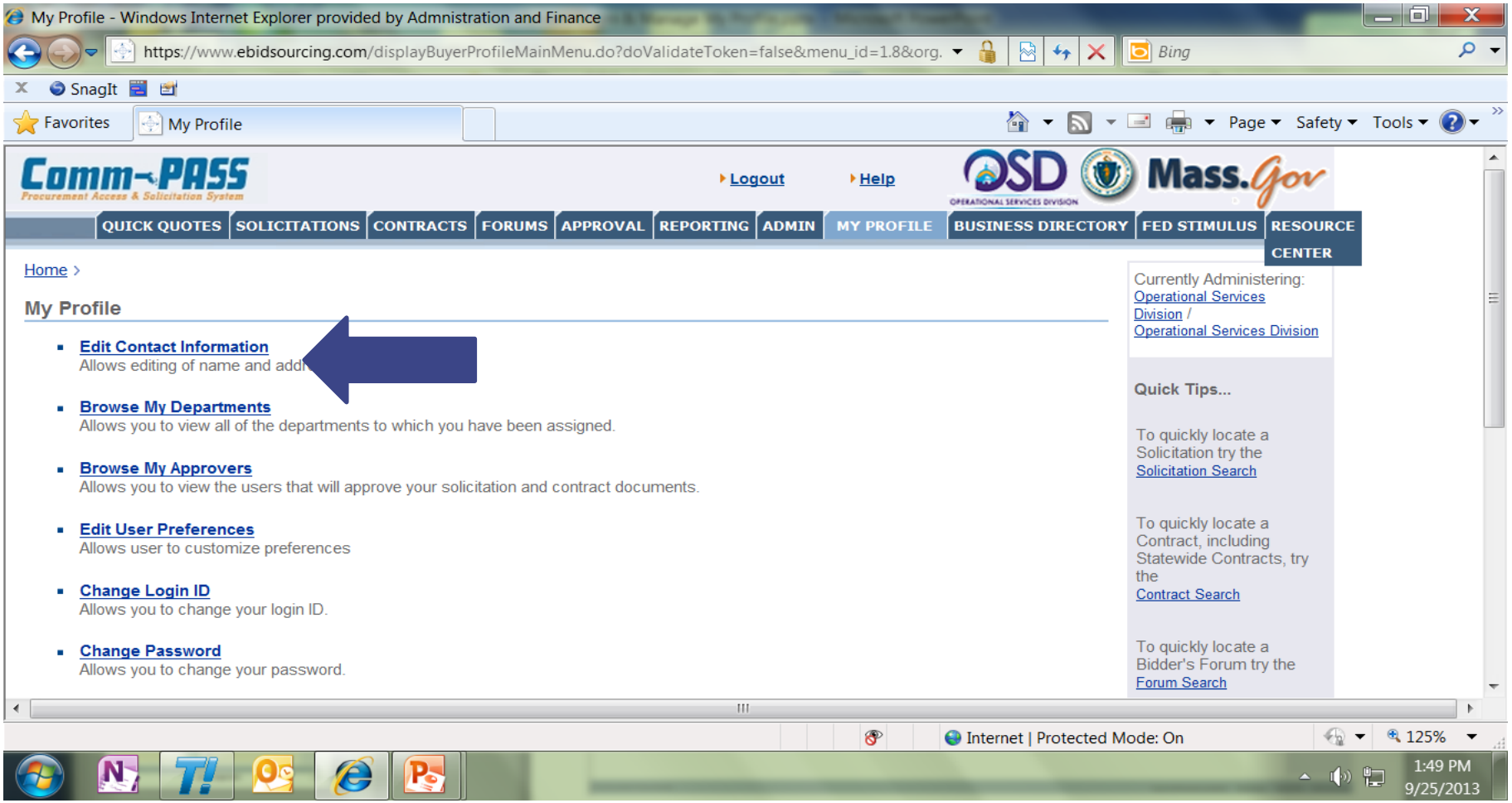

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Enter information in provided fields. Select “Save” button to accept additions or modifications.

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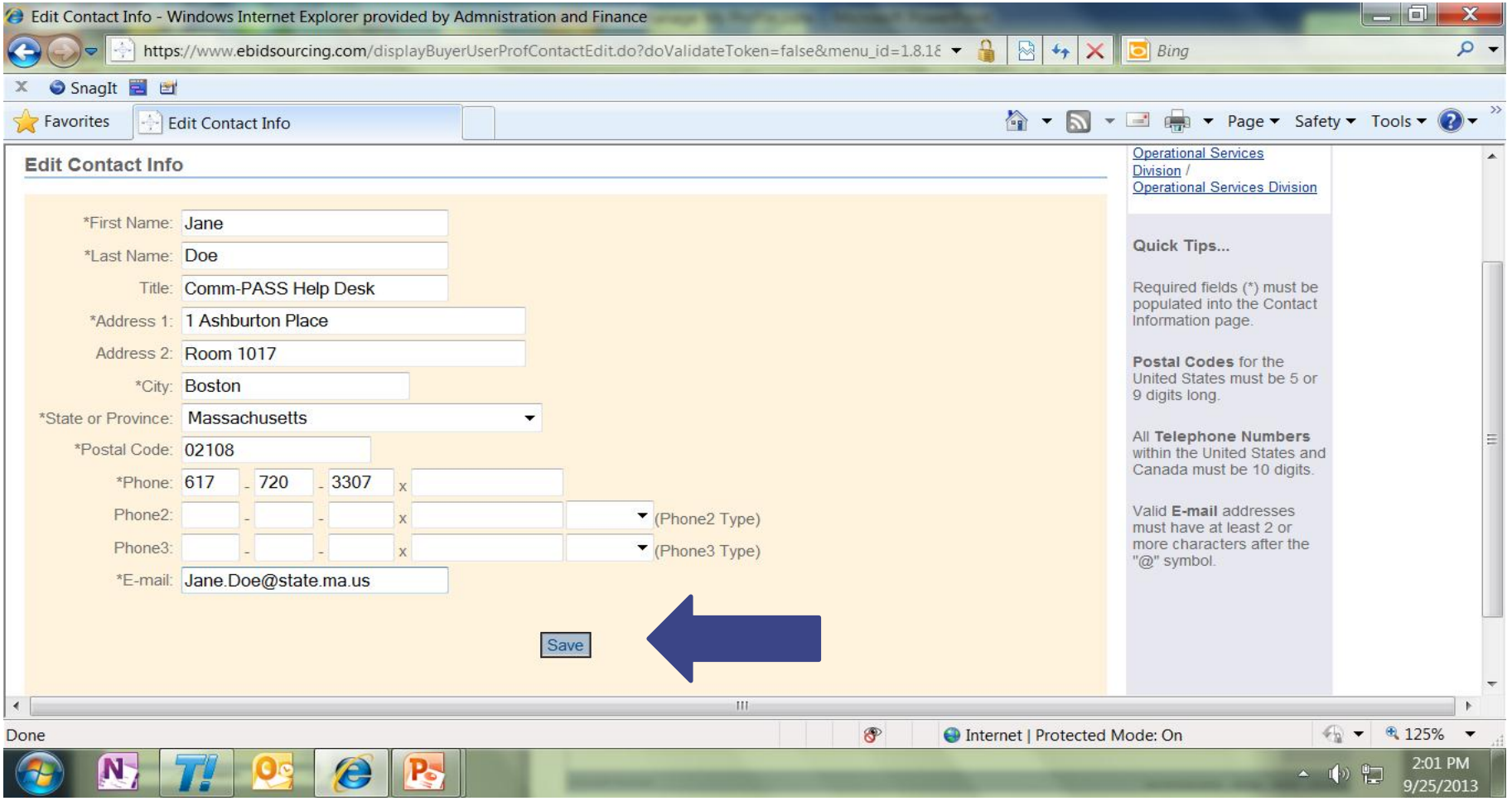

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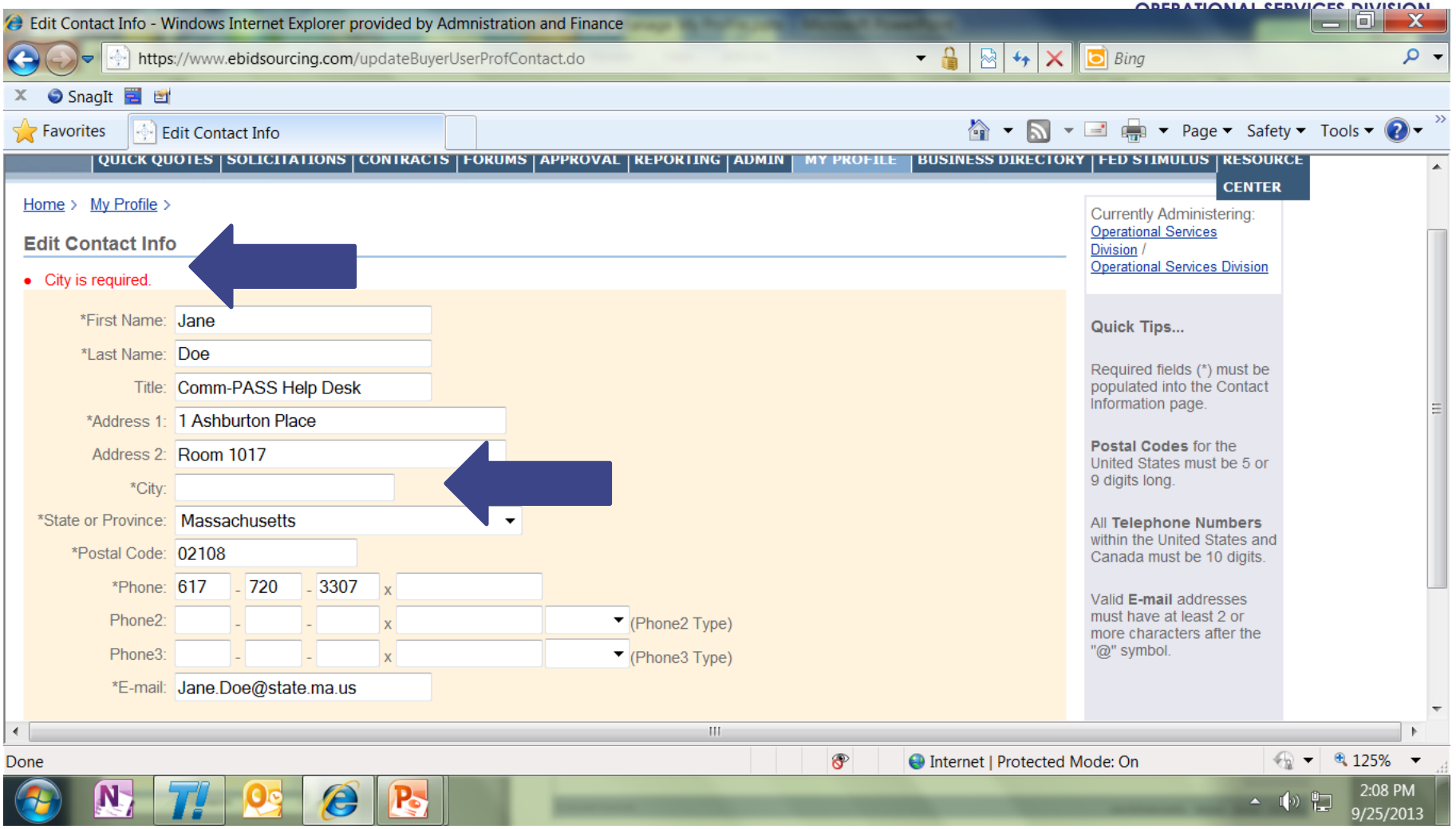
System provides explicit error messages. Correct errors as required and select "Save" button.



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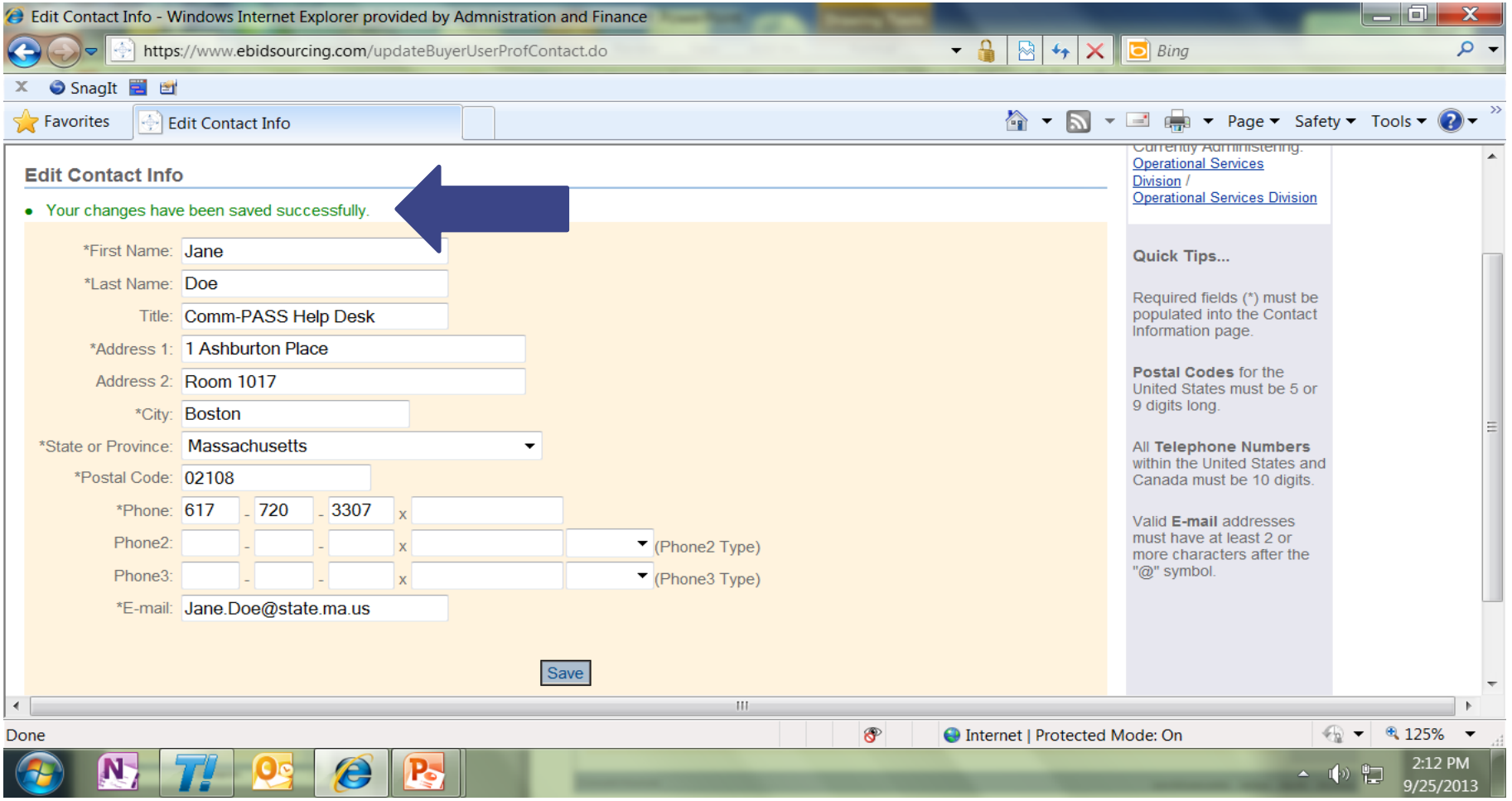
System provides confirmation messages for acceptable data.



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Select “My Profile” breadcrumb to return to the menu.

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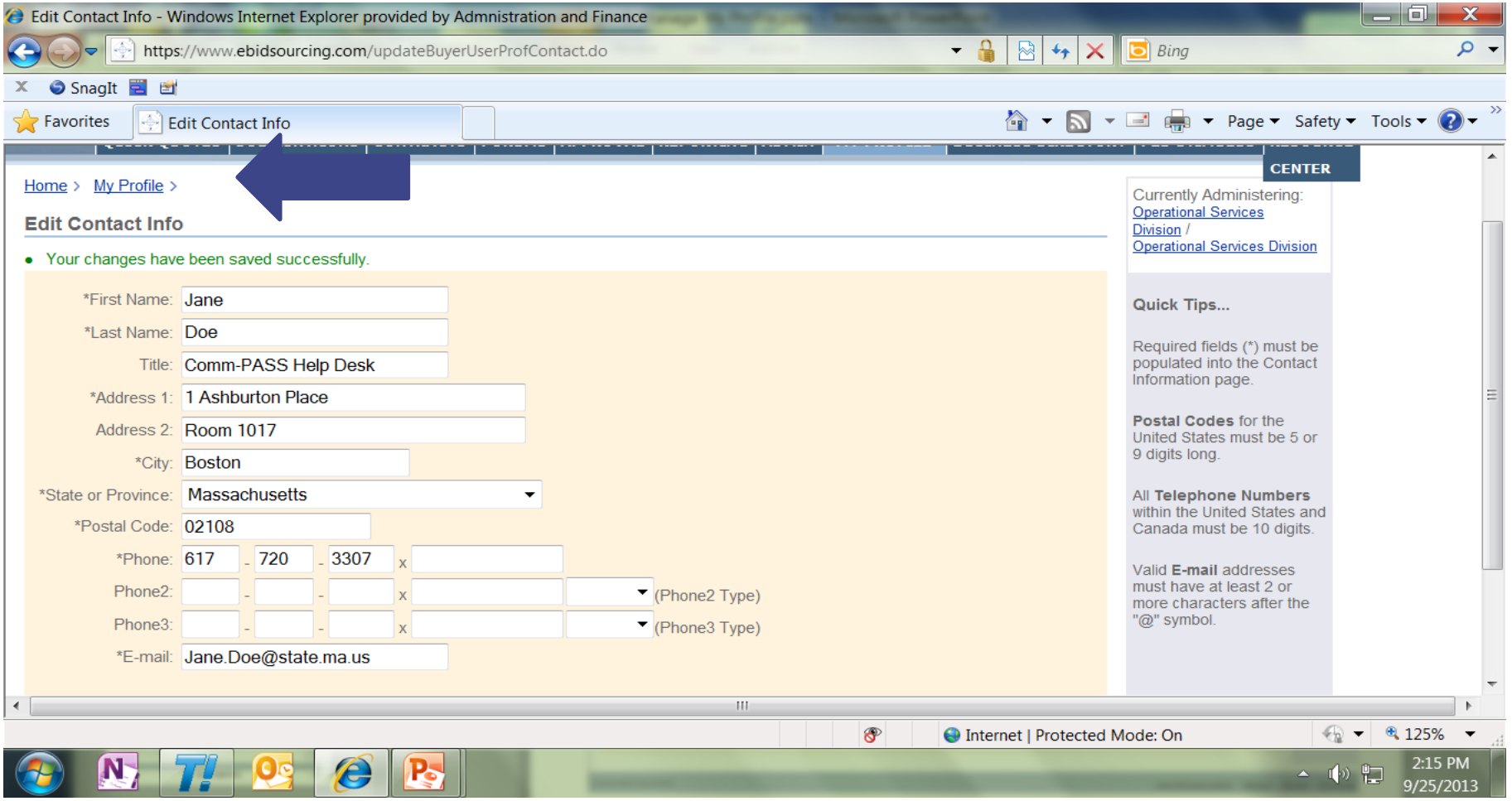

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Select “Browse My Departments” to review your assigned business units.

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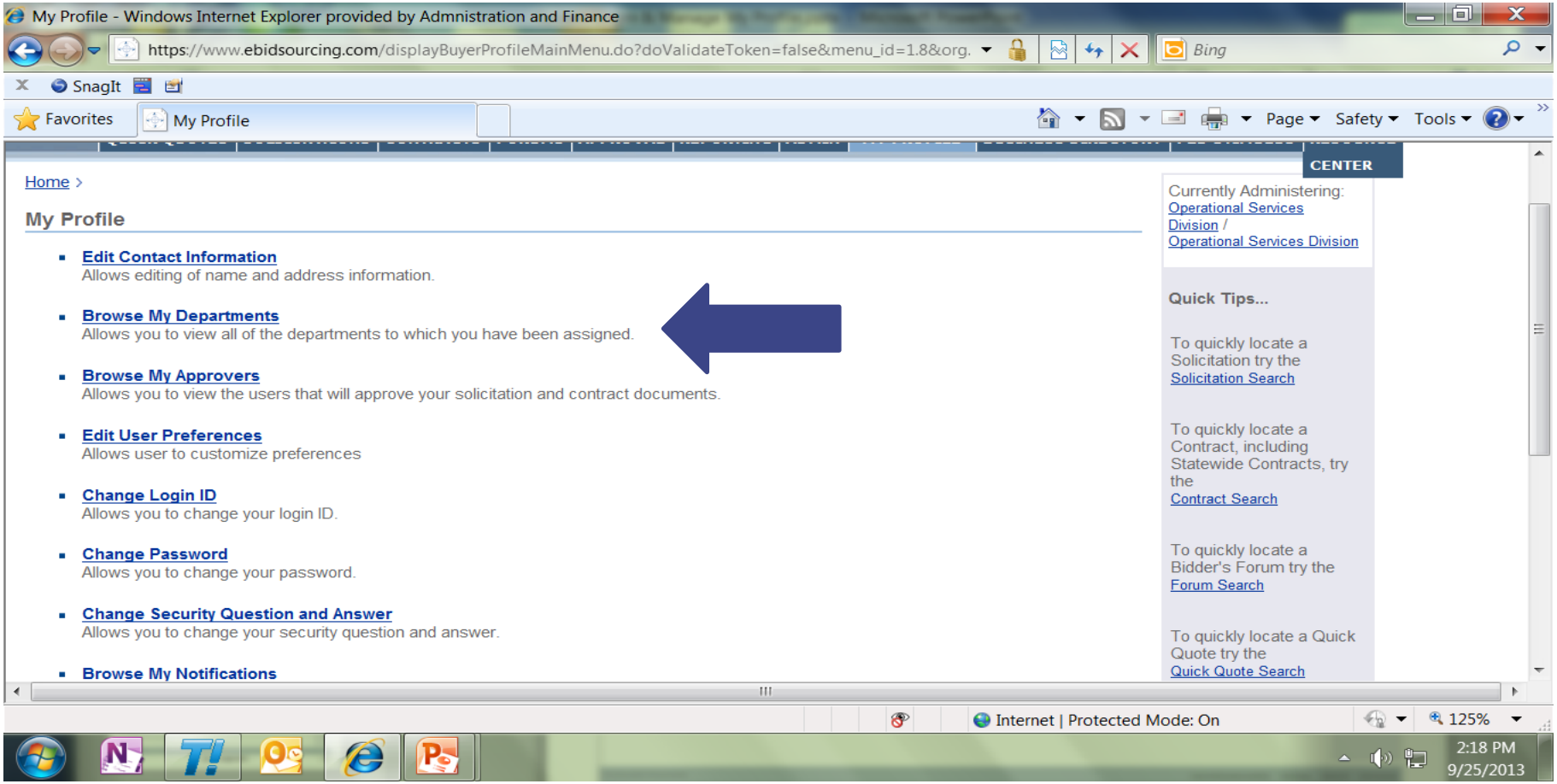

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Departments assigned by your Comm-PASS Administrator are displayed.

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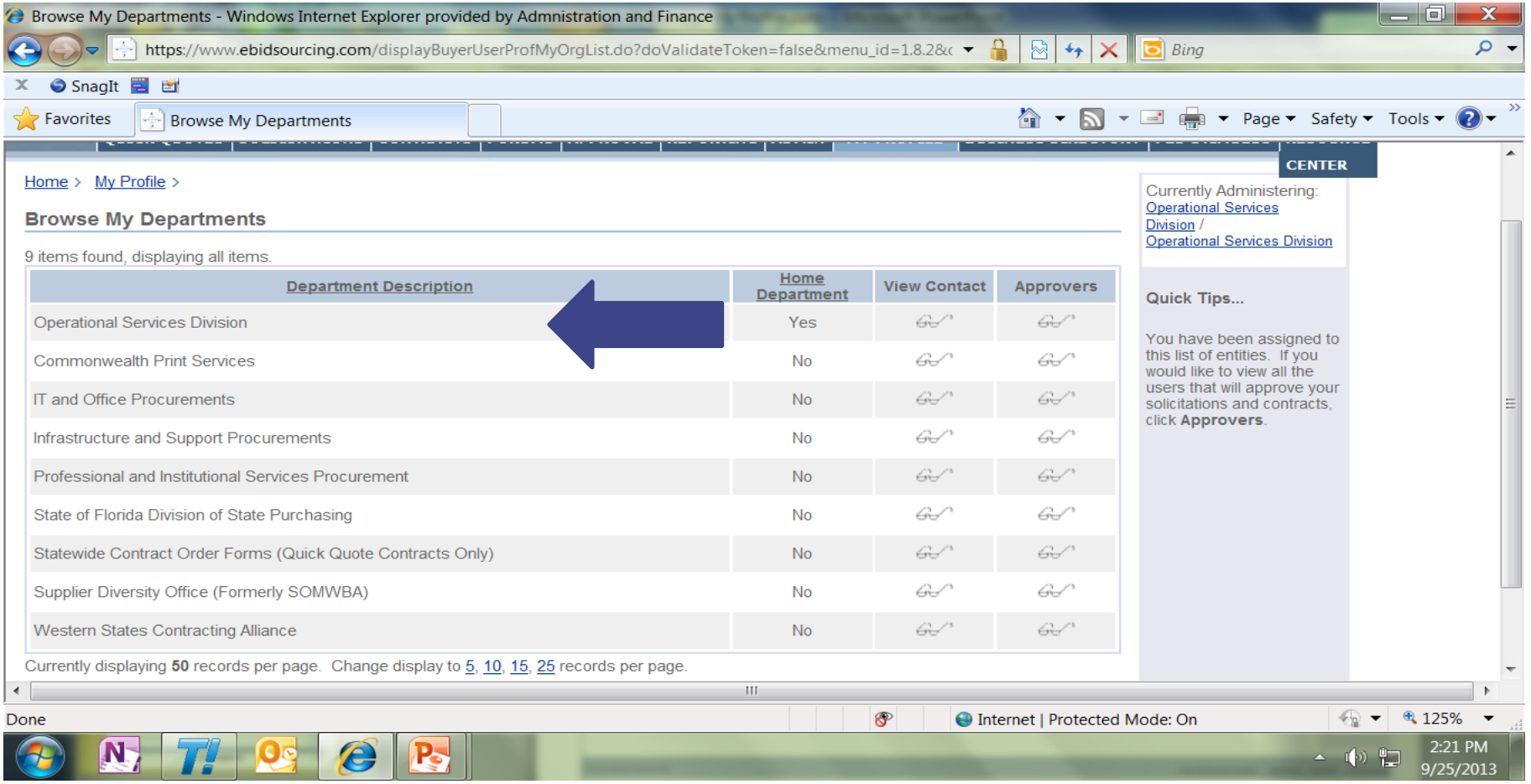

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Home Department is indicated with a “Yes” status. Only Home Department Administrators can “de-activate” or “delete” users.

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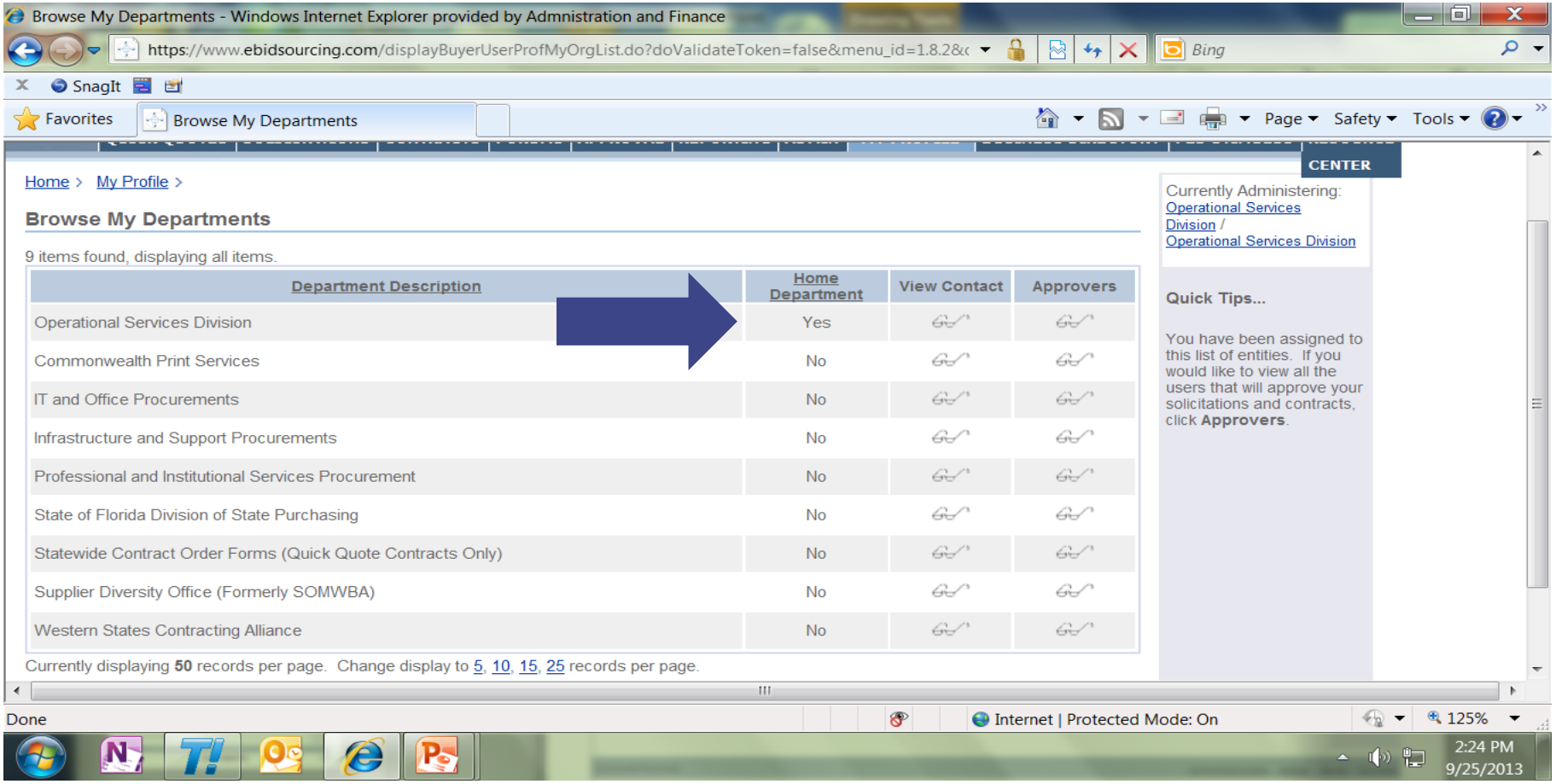

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Select the “View” icon to access Department contact information.

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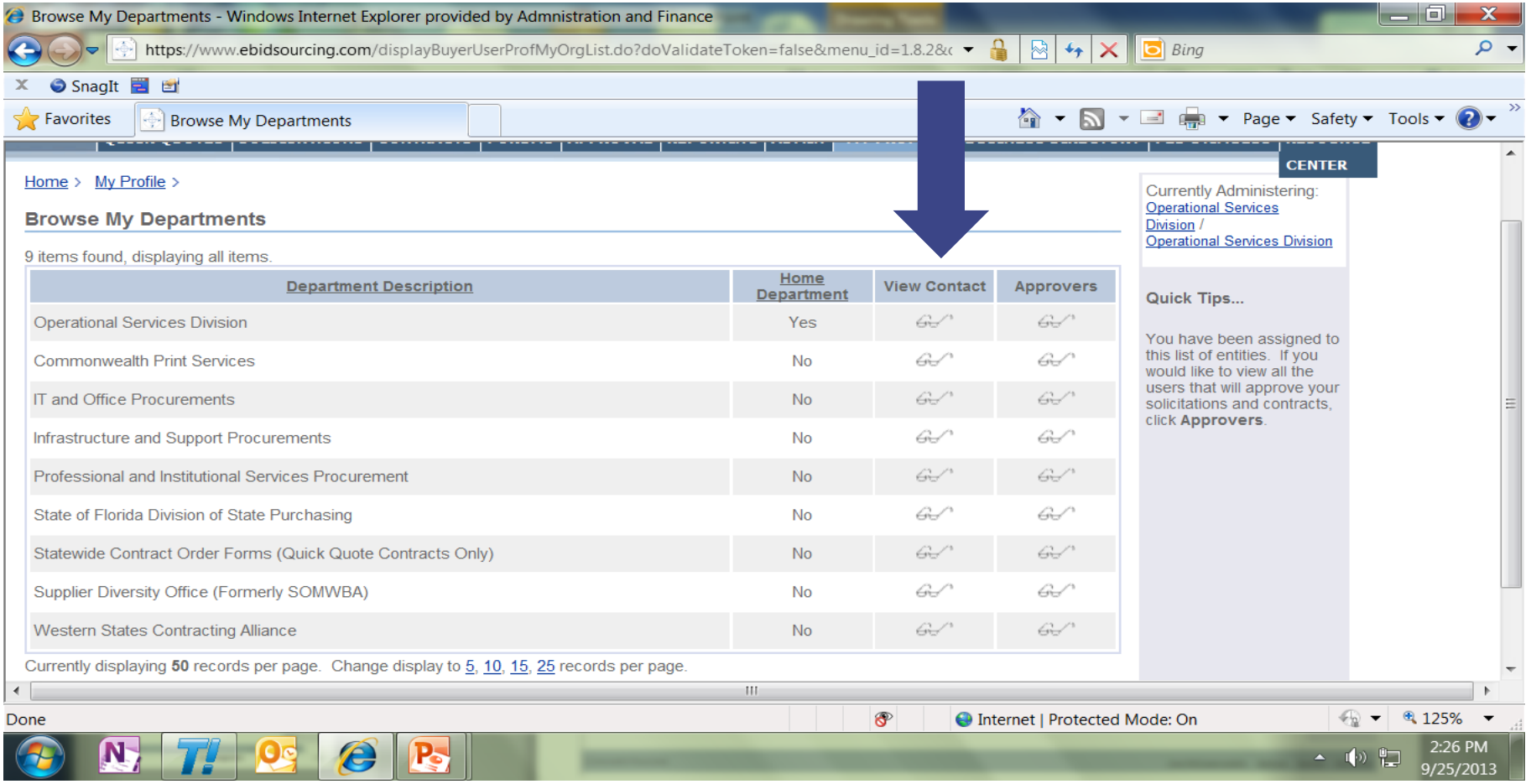

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Department “Contact information” is displayed. Select the “Organization” breadcrumb to return to the Department listing.

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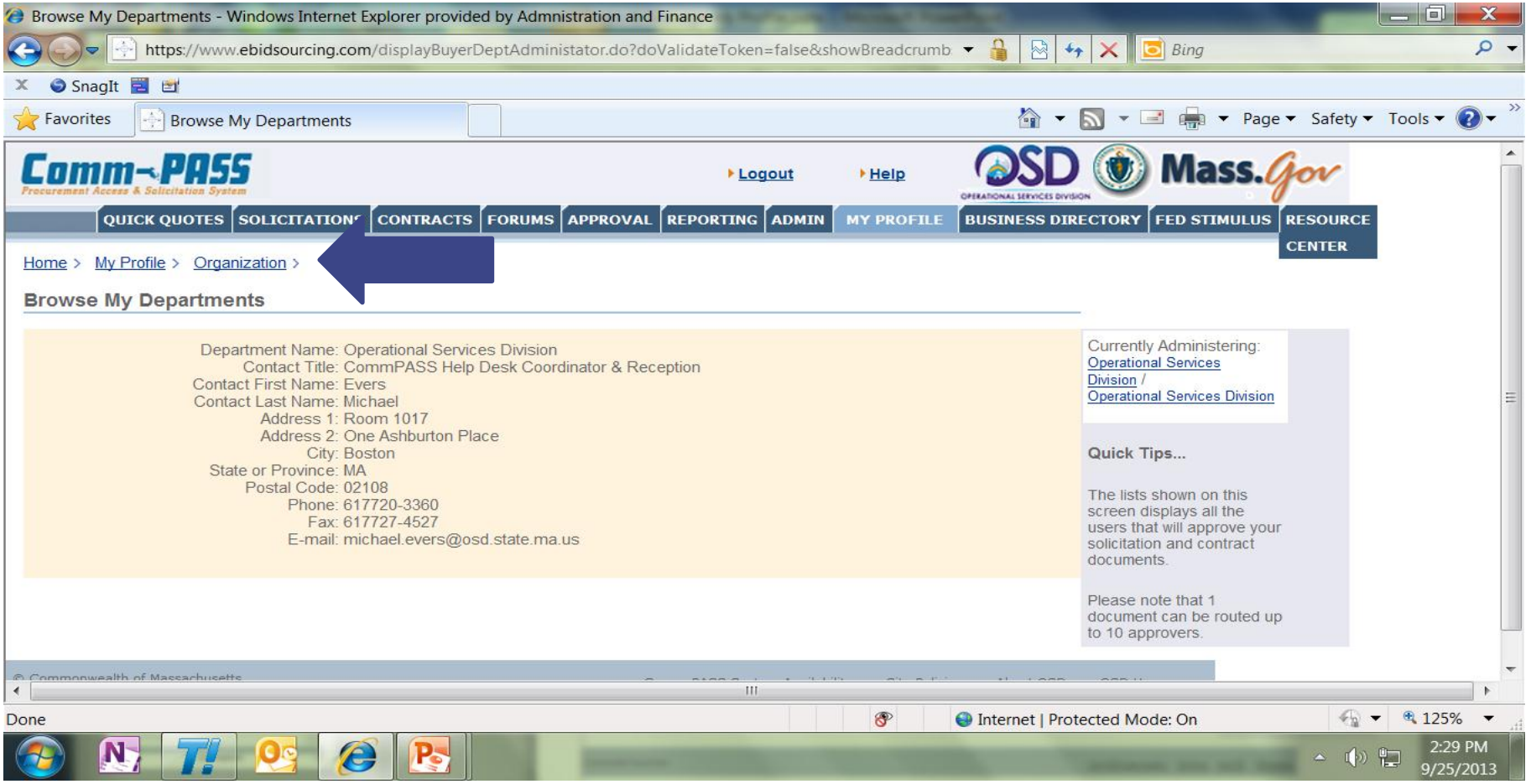

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Approval Process.

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- The approval screen is view-only with My Profile
- The approval process is:
  - Not required
  - Separate for Contracts and Solicitations
  - Created and managed by an Entity or Department Administrator
- Upon document submission by a User, Comm-PASS:
  - Routes the document to each Approver in sequence
  - Returns rejected documents directly to the User
  - Advances approved document in sequence until final approval
  - Validates the document's Open/Active Date against the current date
- If the Open/Active Date is current or past, the document is posted
- If the Open/Active Date is in the future, the document is held in the User's "Manage My Approved Solicitations Awaiting Open Date" link.

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Select “View” icon to access Approvers required within this Department.

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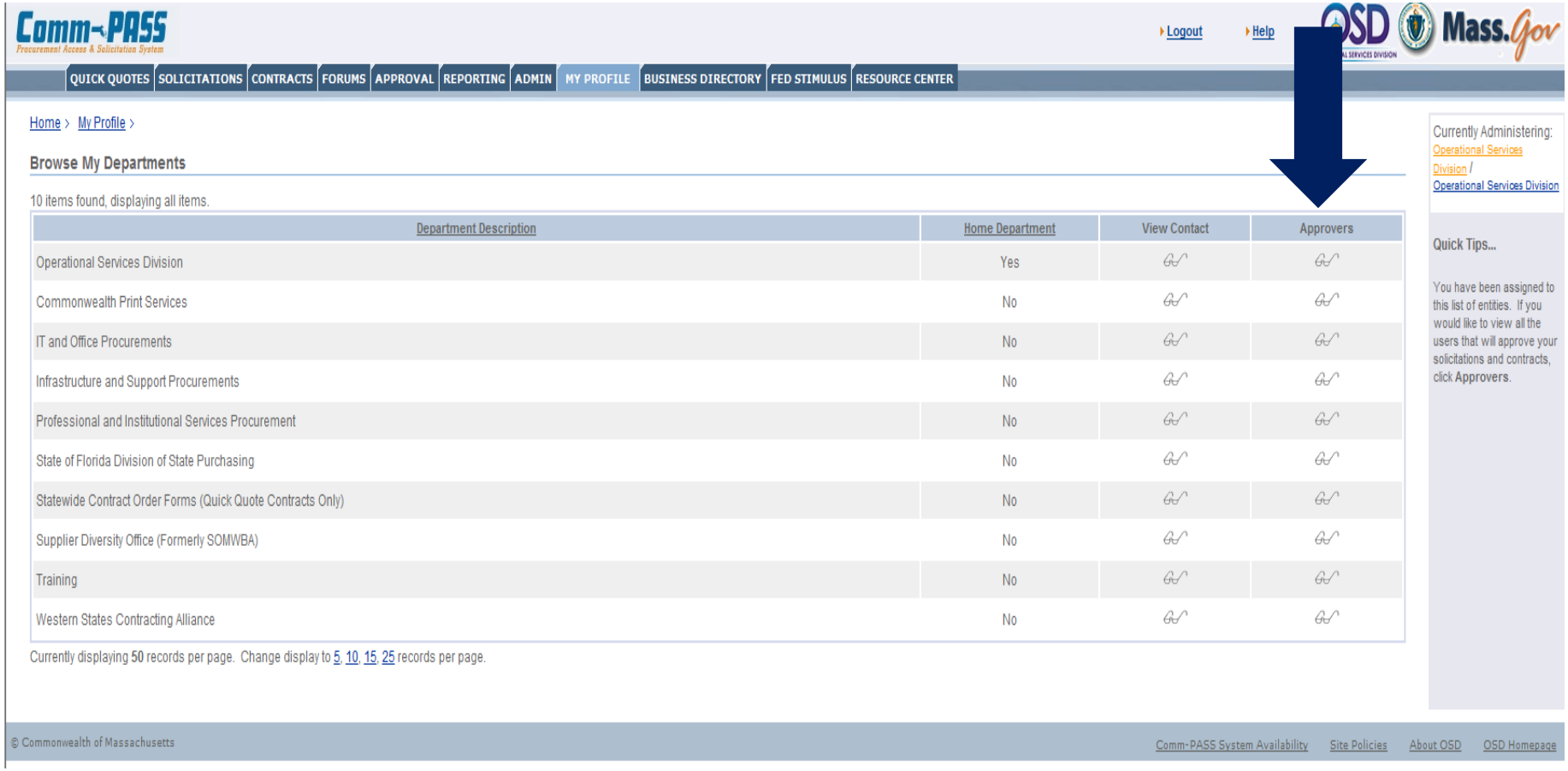

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Contracts and Solicitations can have differing approval chains.

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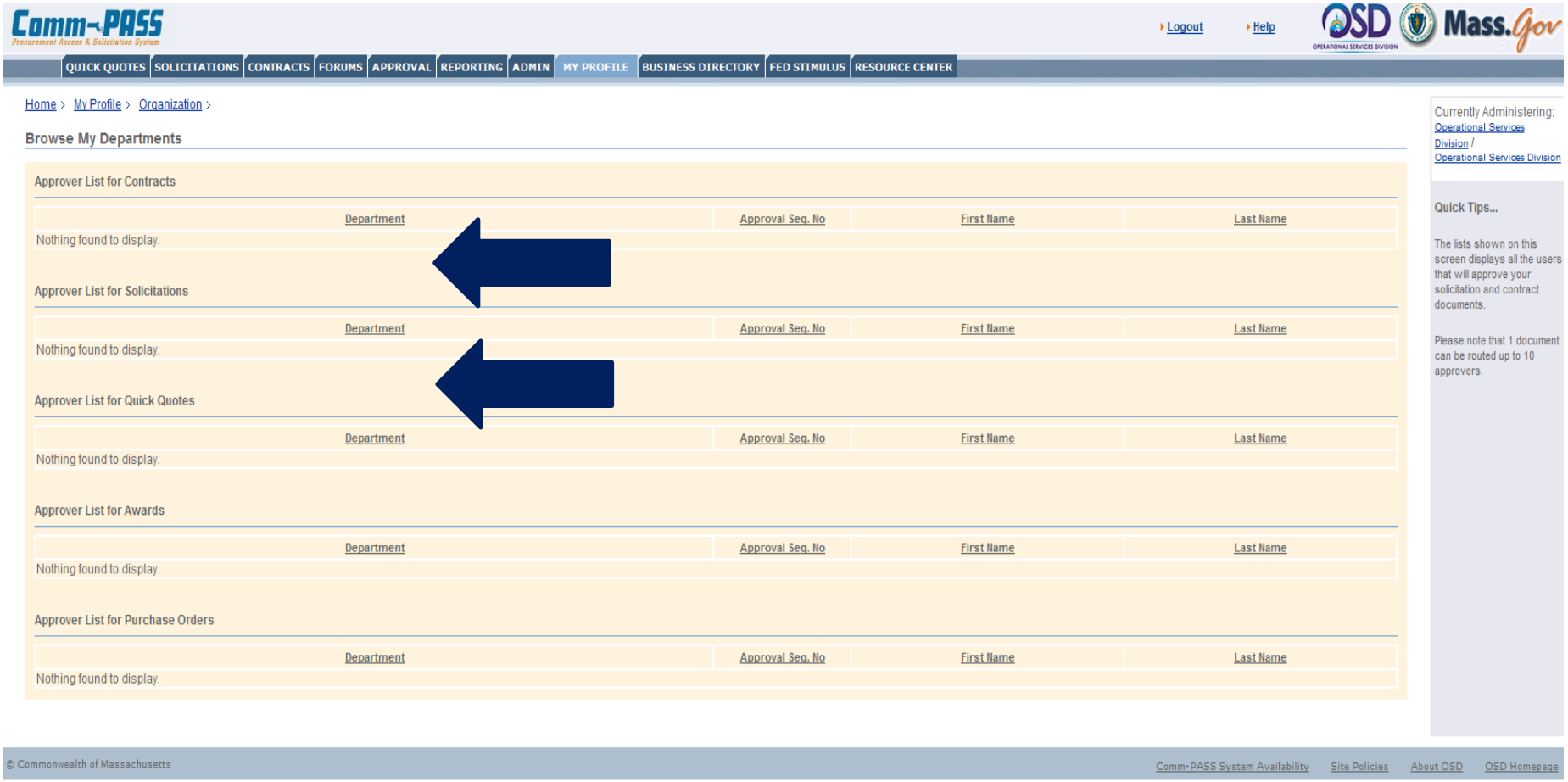

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Approvals occur in numerical sequence beginning with 1.

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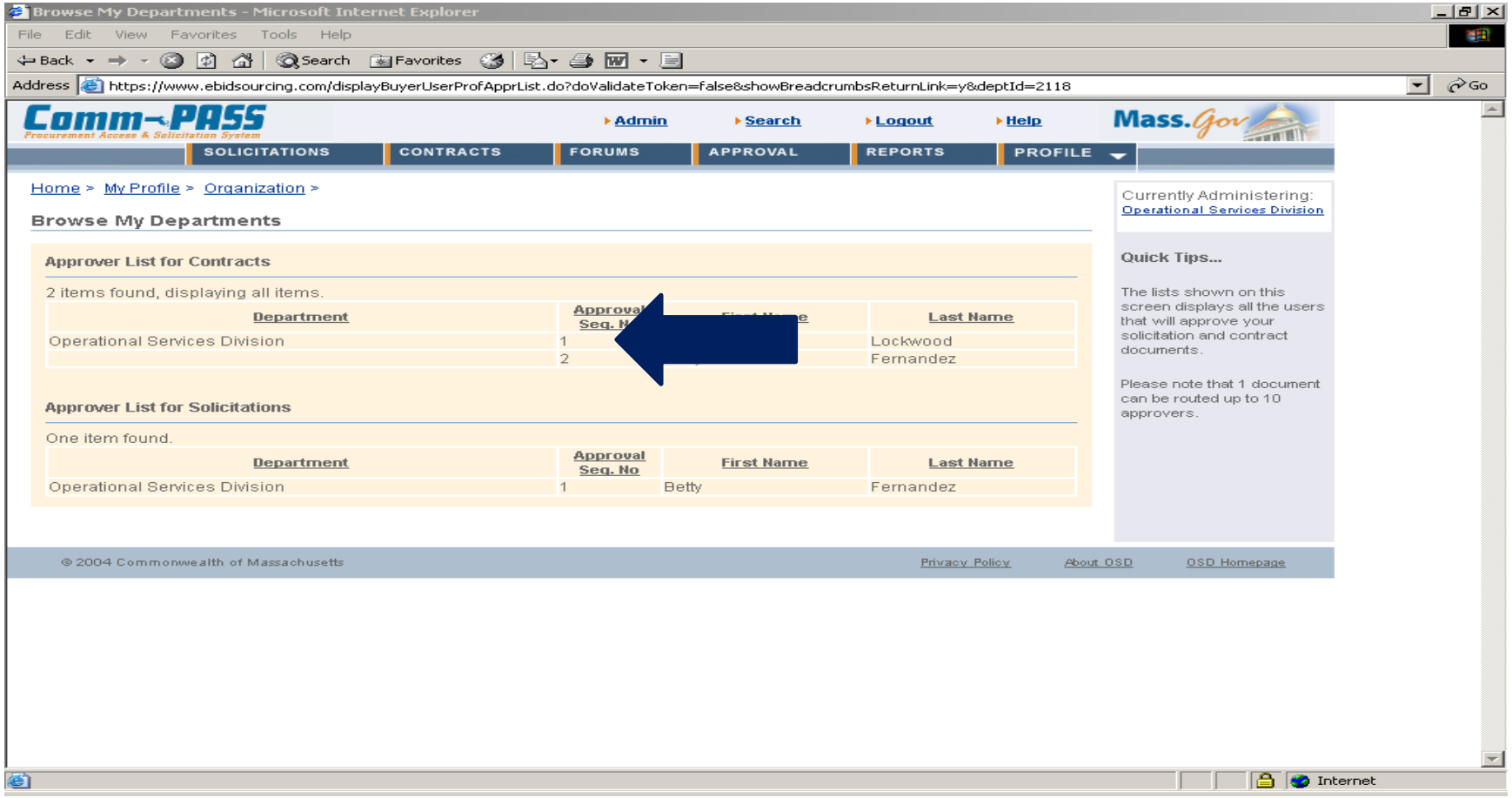

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Approval chains are created by your Comm-PASS Administrator Select the “My Profile” breadcrumb to return to the menu.

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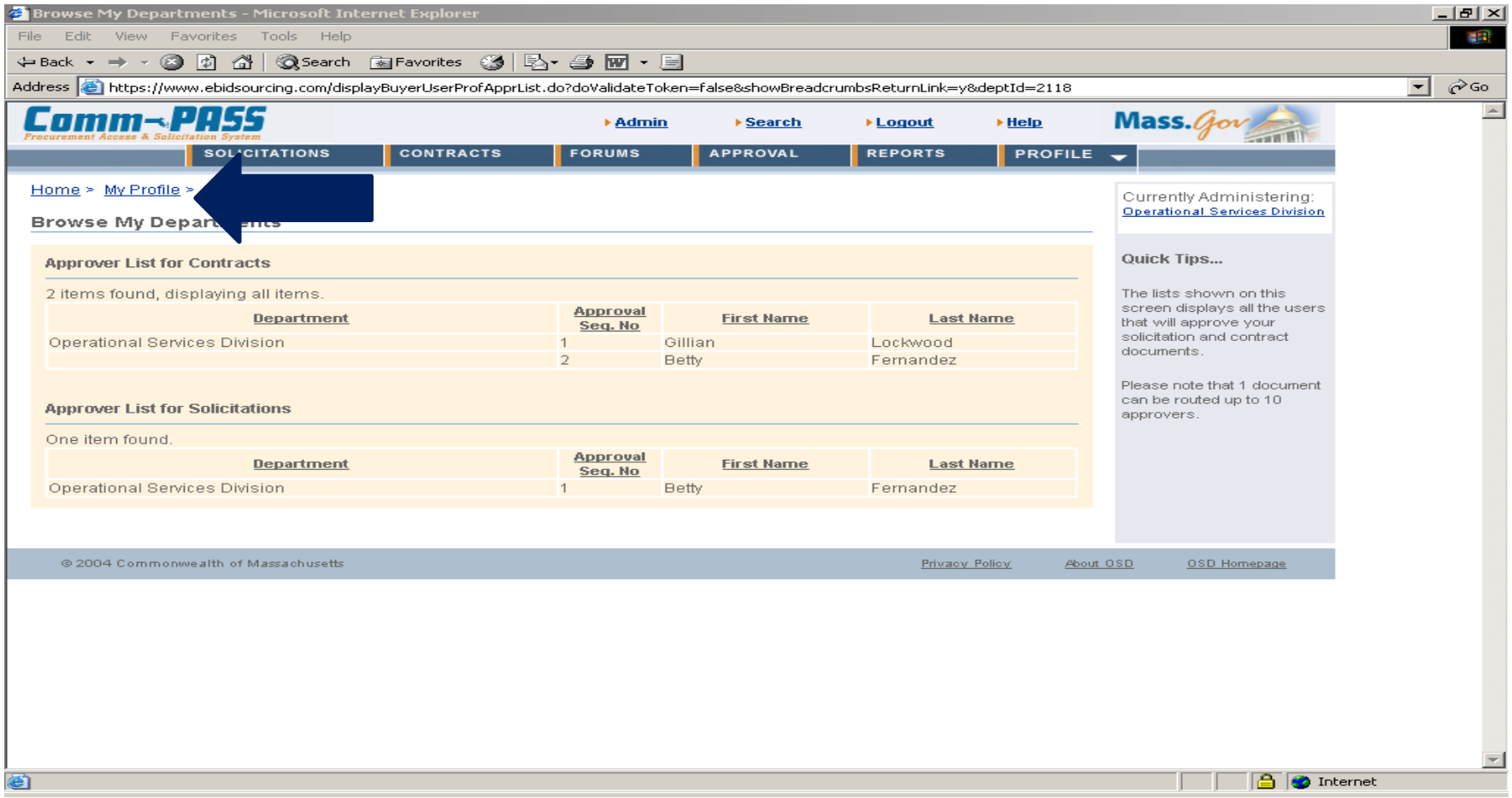

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Note: “Select Browse My Approvers” to access approval view directly, select “Edit User Preferences”.

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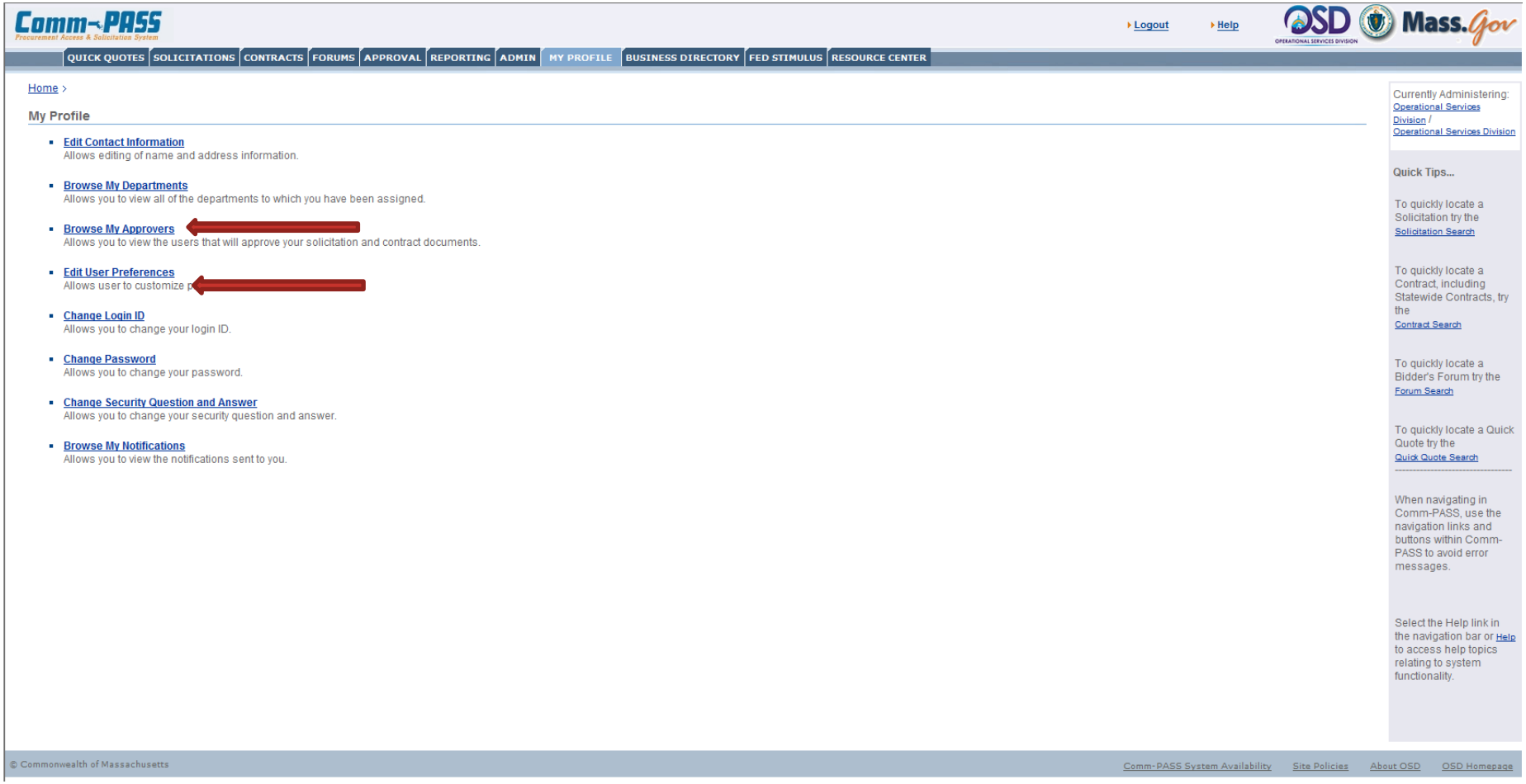

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User Preferences

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- Users may choose home page style and result count per page
- Home Page options
  - Menu: presents a list that duplicates the Navigation bar
  - Desktop: presents fast access to documents by count and status, including:
    - (#) Items in Your Approval Inbox
    - (#) Items in Your Rejected Inbox
    - (#) Your Draft Solicitations
    - (#) Your Draft Contracts
    - (#) Your Open Solicitations
    - (#) Your Active Contracts
    - (#) Your Active Forums
    - (#) Email Notifications Sent Today
    - Items I'm Tracking
- Result Count options
  - Users may choose either 5, 10, 15, 25, or 50 rows per page

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Select “Set Desktop as Homepage” drop-down arrow. Select “Yes” as setting.

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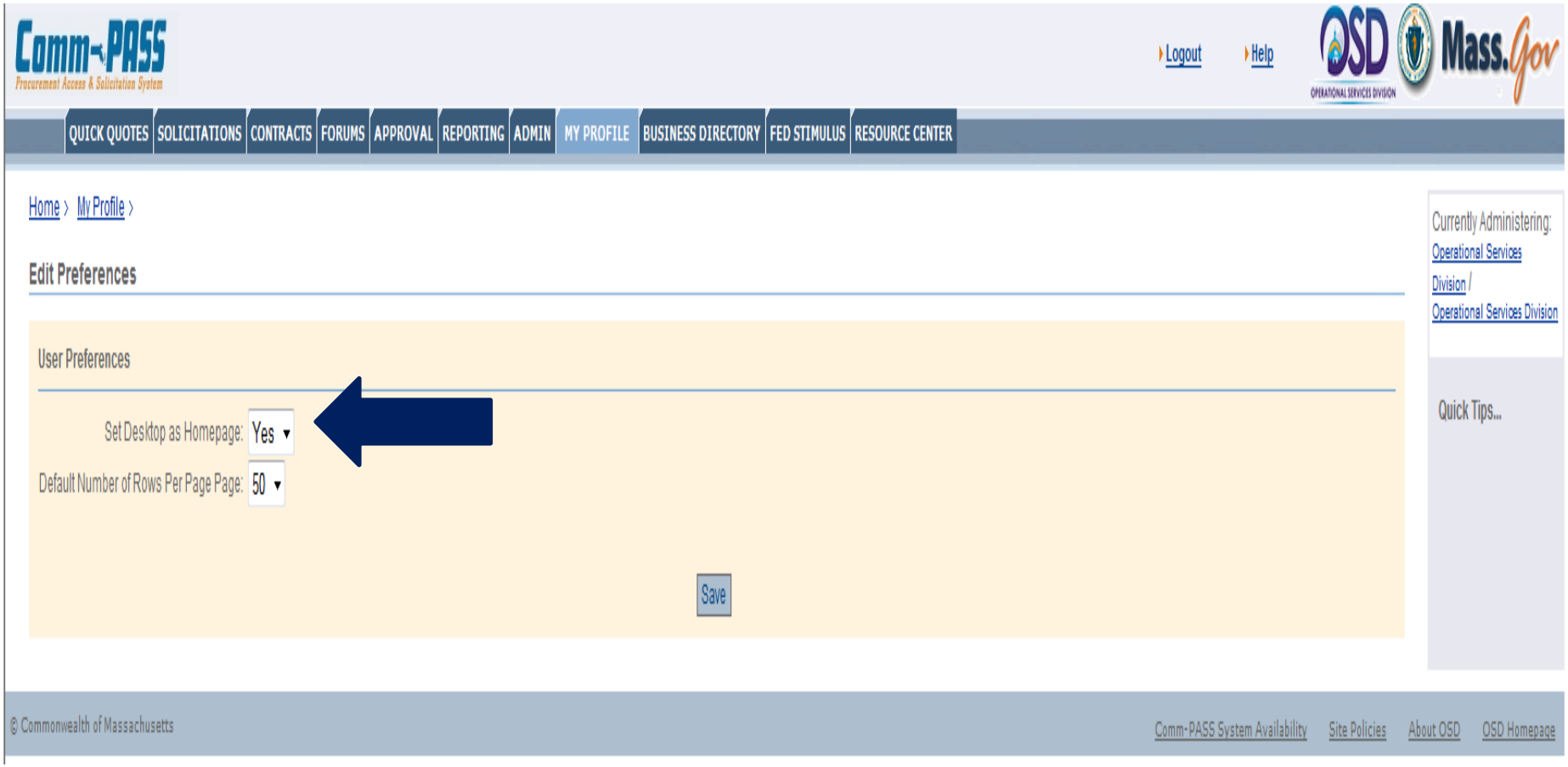

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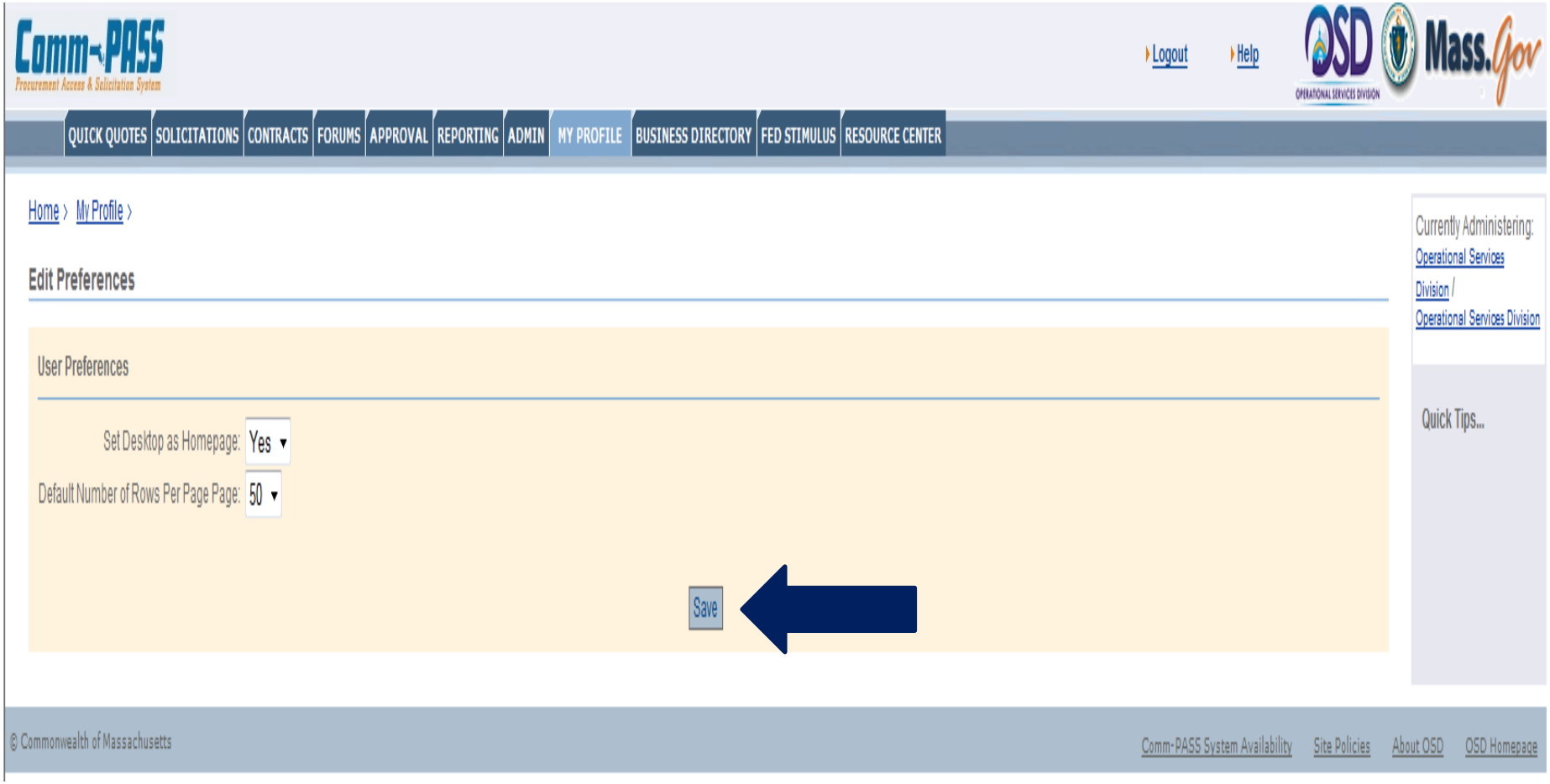
Select “Save” button.



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View confirmation message, select “Home” breadcrumb.

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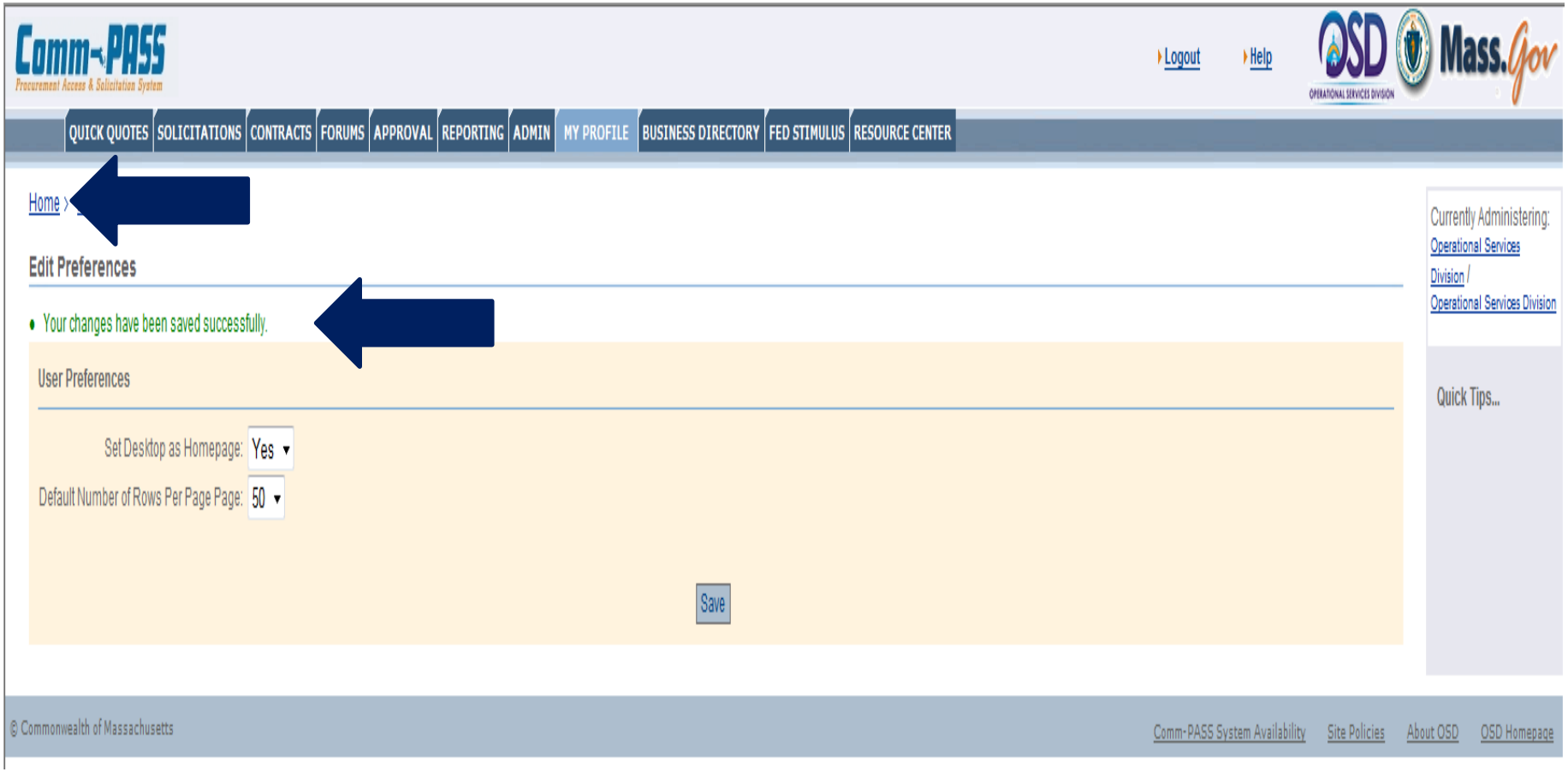

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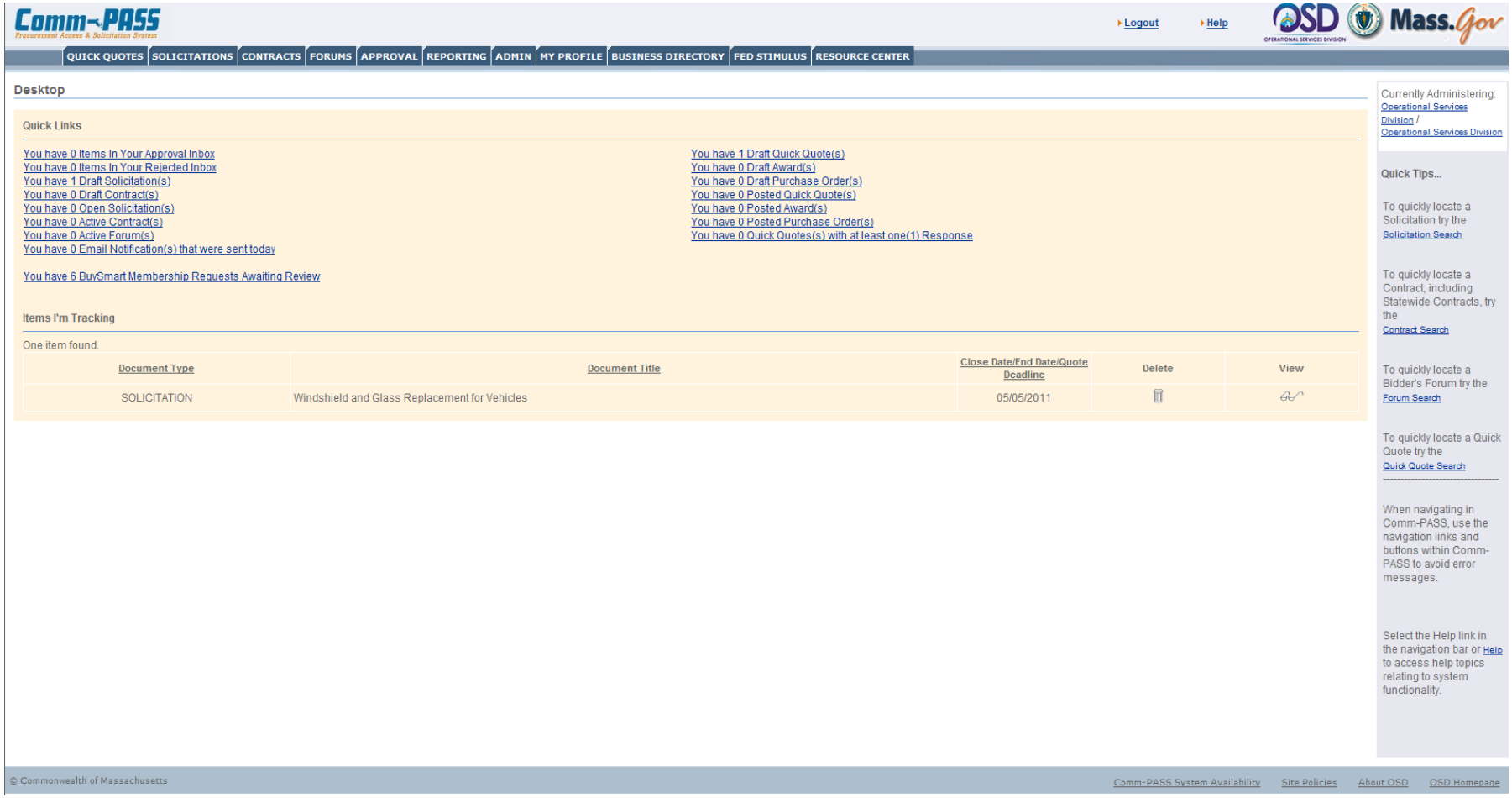
View “Desktop”.



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View any item by selecting the link, select “Draft Solicitations” link.

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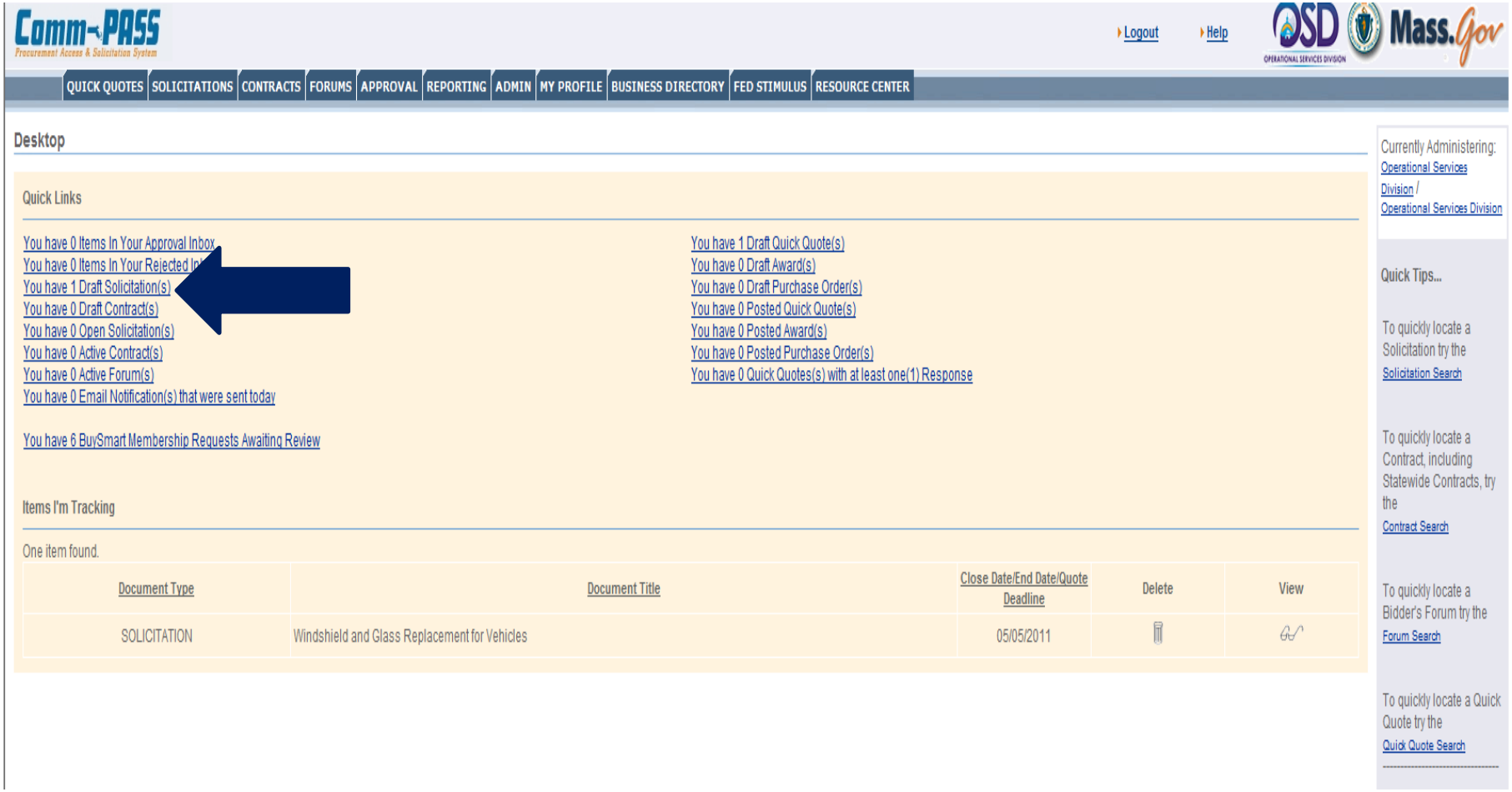

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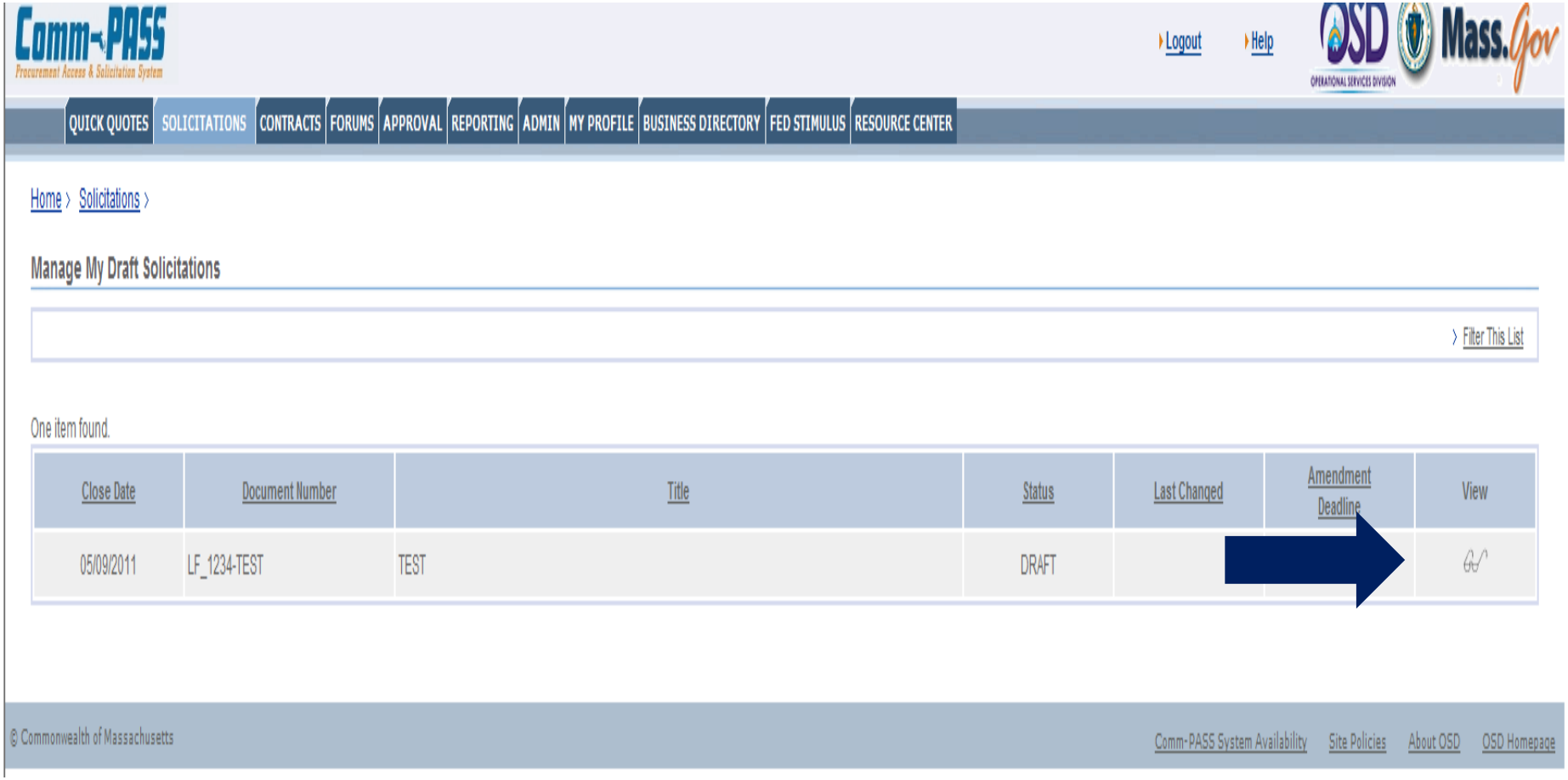
System displays all your documents select “View” icon to access the record.



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Documents are always presented in the display format. Note that only Open/Active or Closed/Inactive statuses are public.

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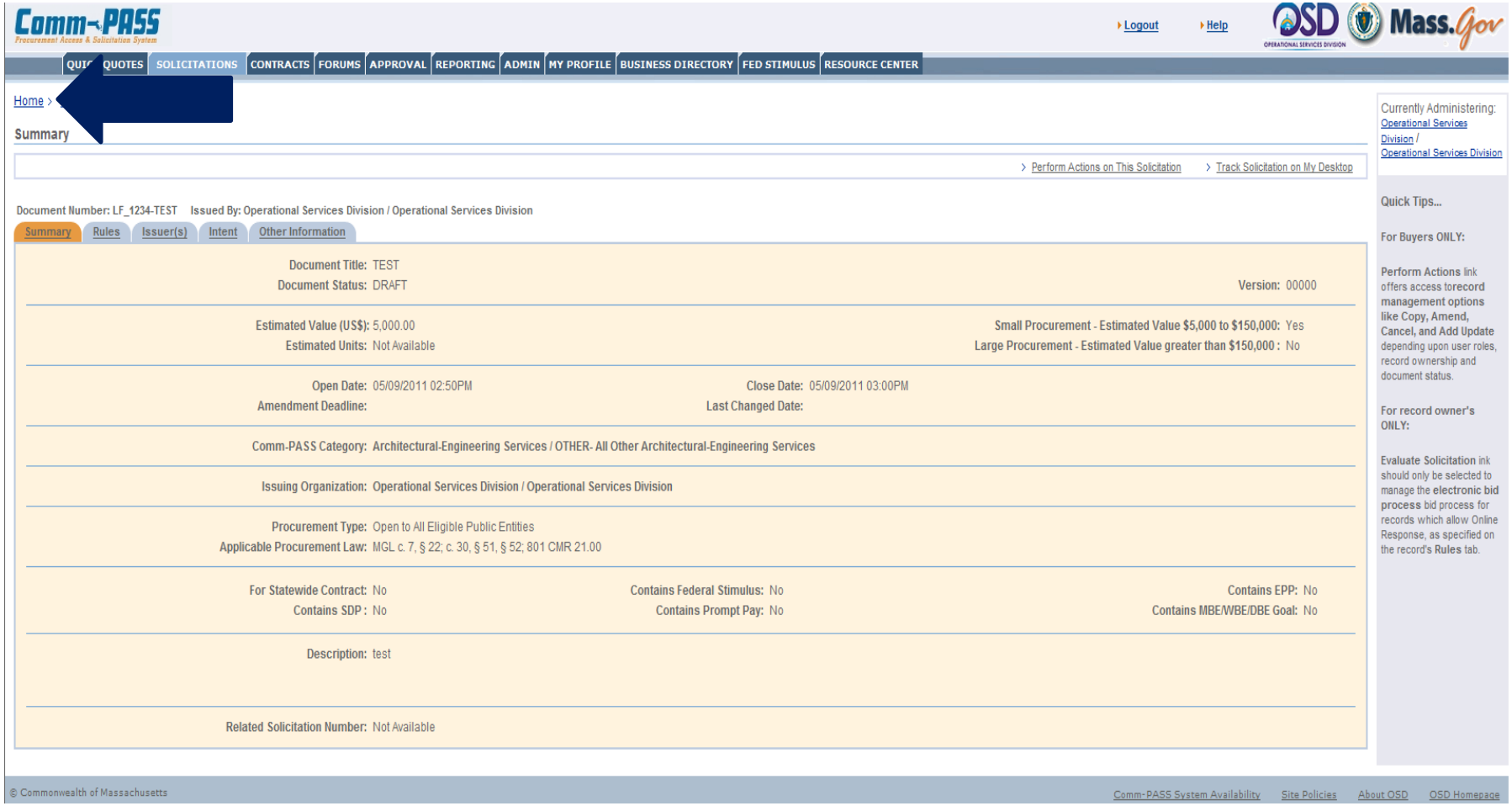

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Select “Track on My Desktop” link for fastest access to any Document.

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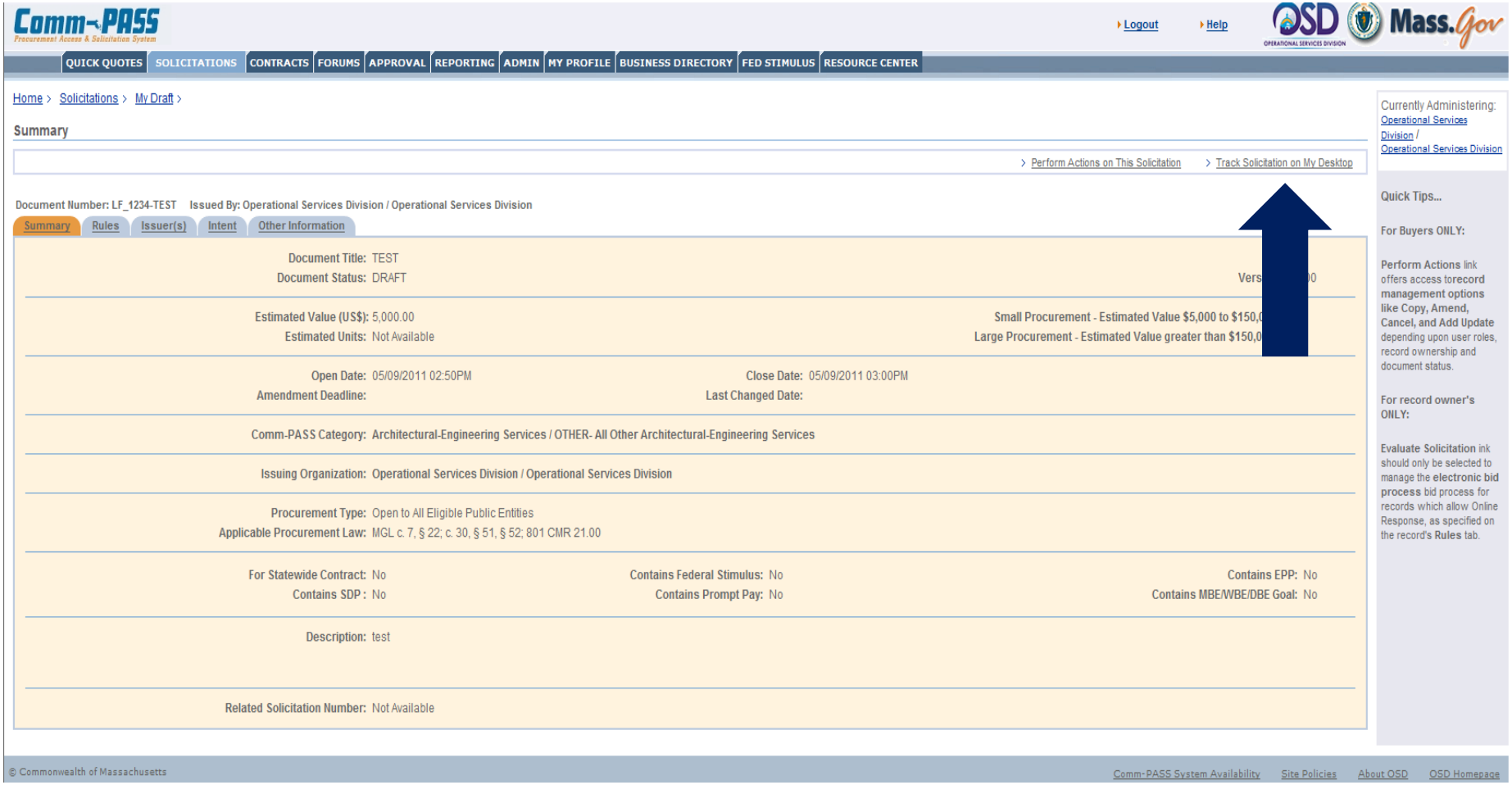

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The link now reads View [Document Type] on My Desktop Select this link or select “Home” breadcrumb.

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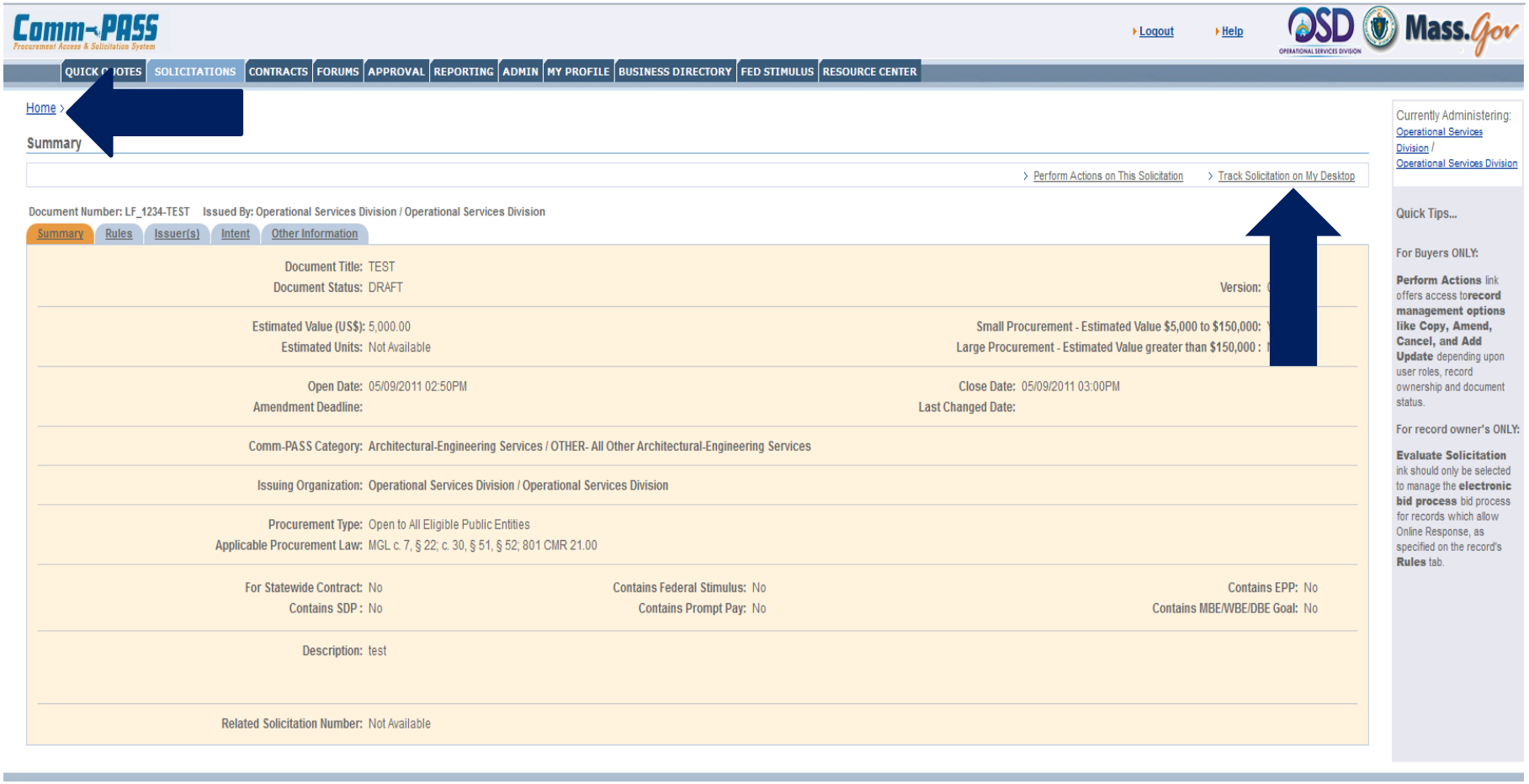

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The Document is now one click away when you enter Comm-PASS.

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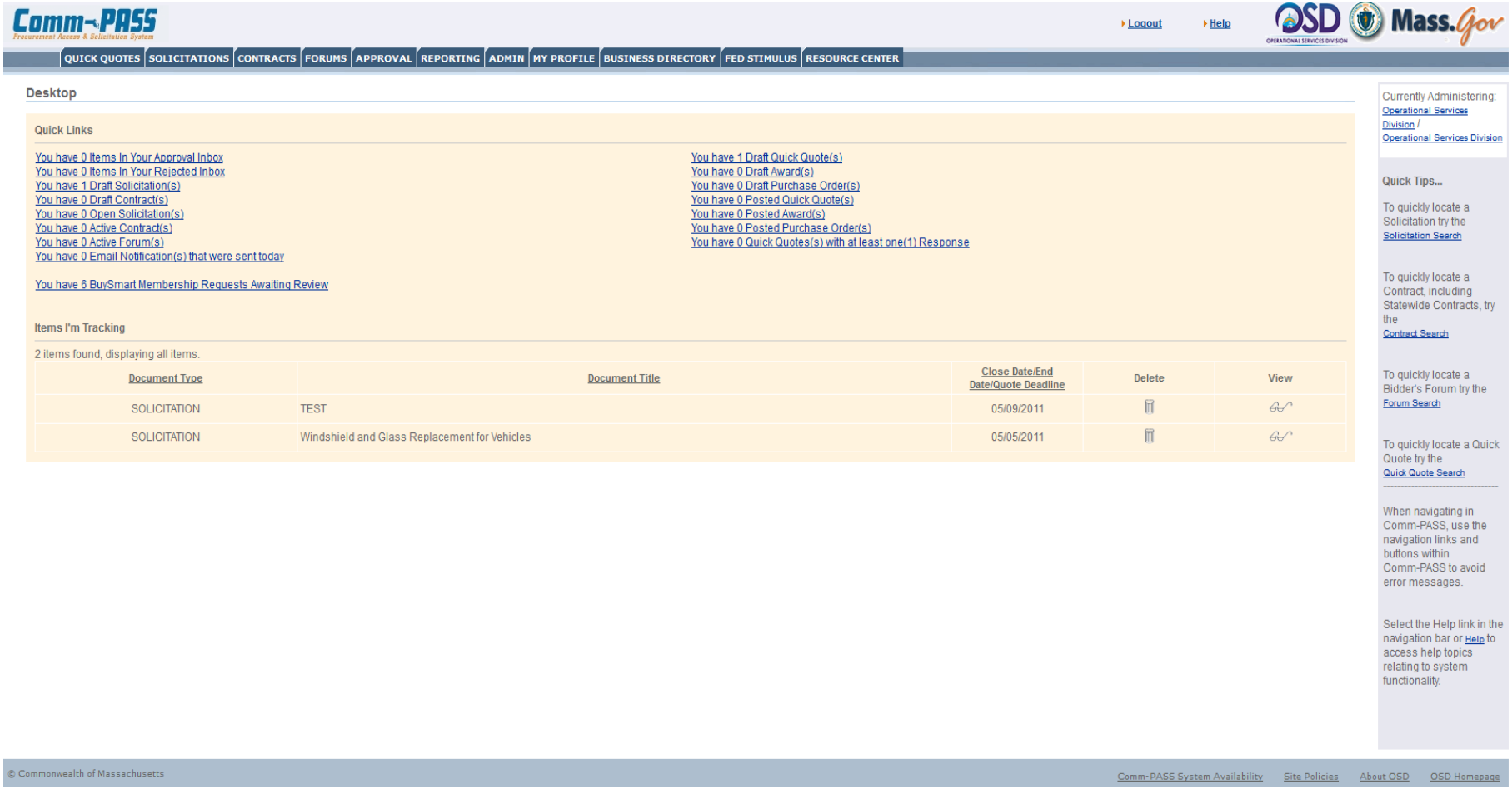

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To access the document in one click, select the “View” icon to delete the document from your Desktop, select the “Delete" icon.

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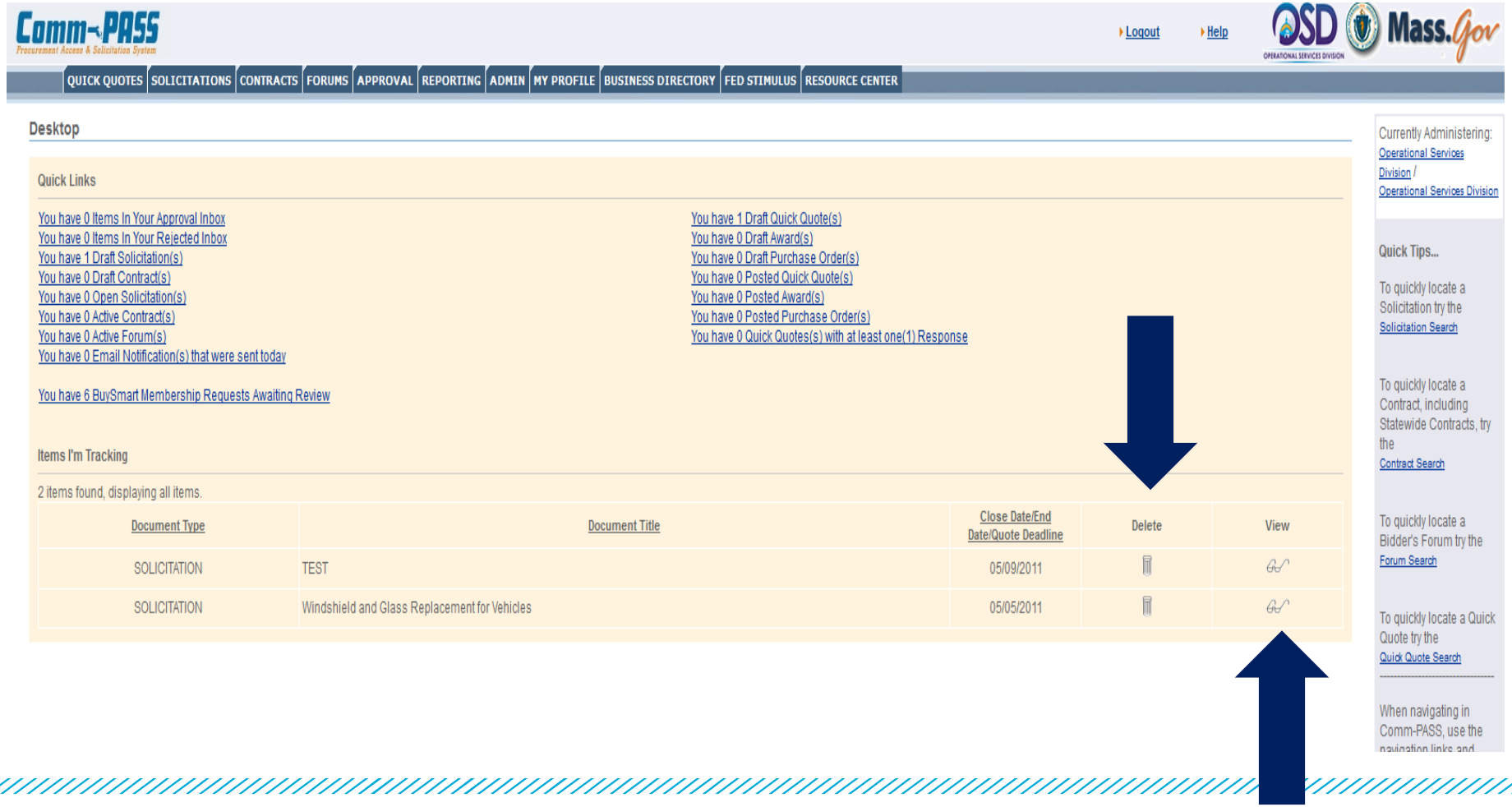

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Selecting delete removes the document from “Items I’m Tracking”. It does not delete the document from the system.

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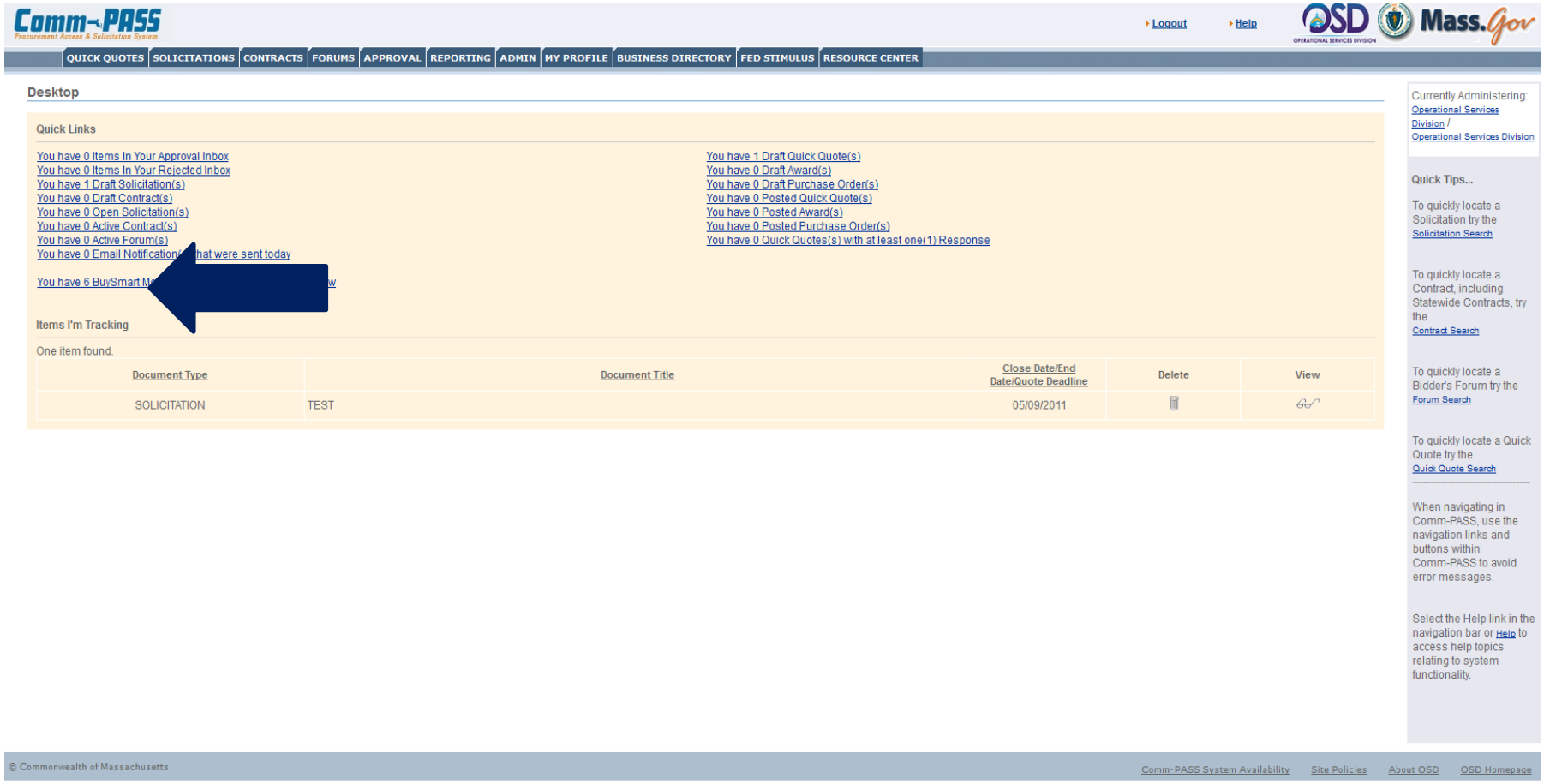

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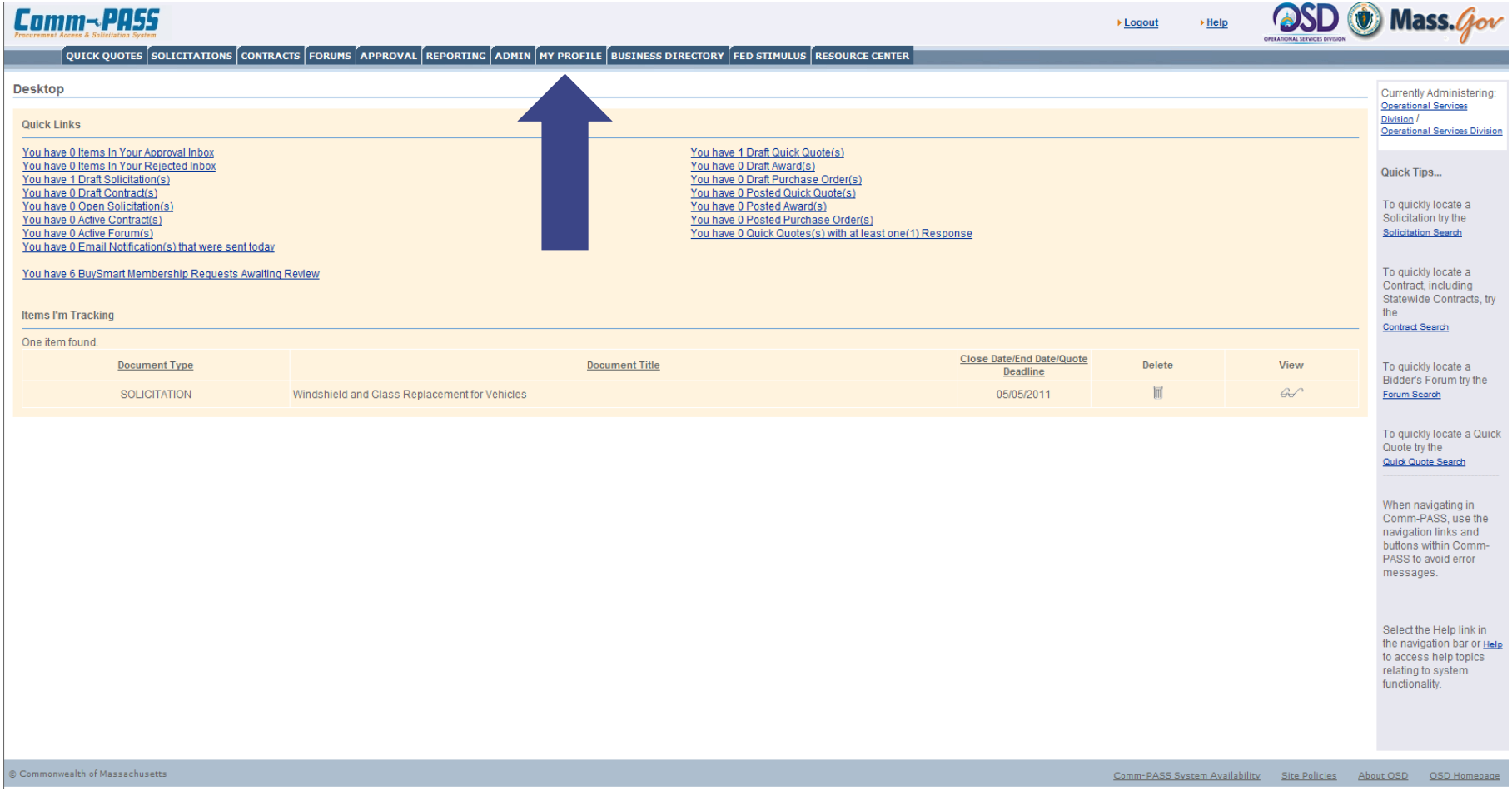
Select the “My Profile” tab to return to the menu.



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Select “Edit User Preferences” link.

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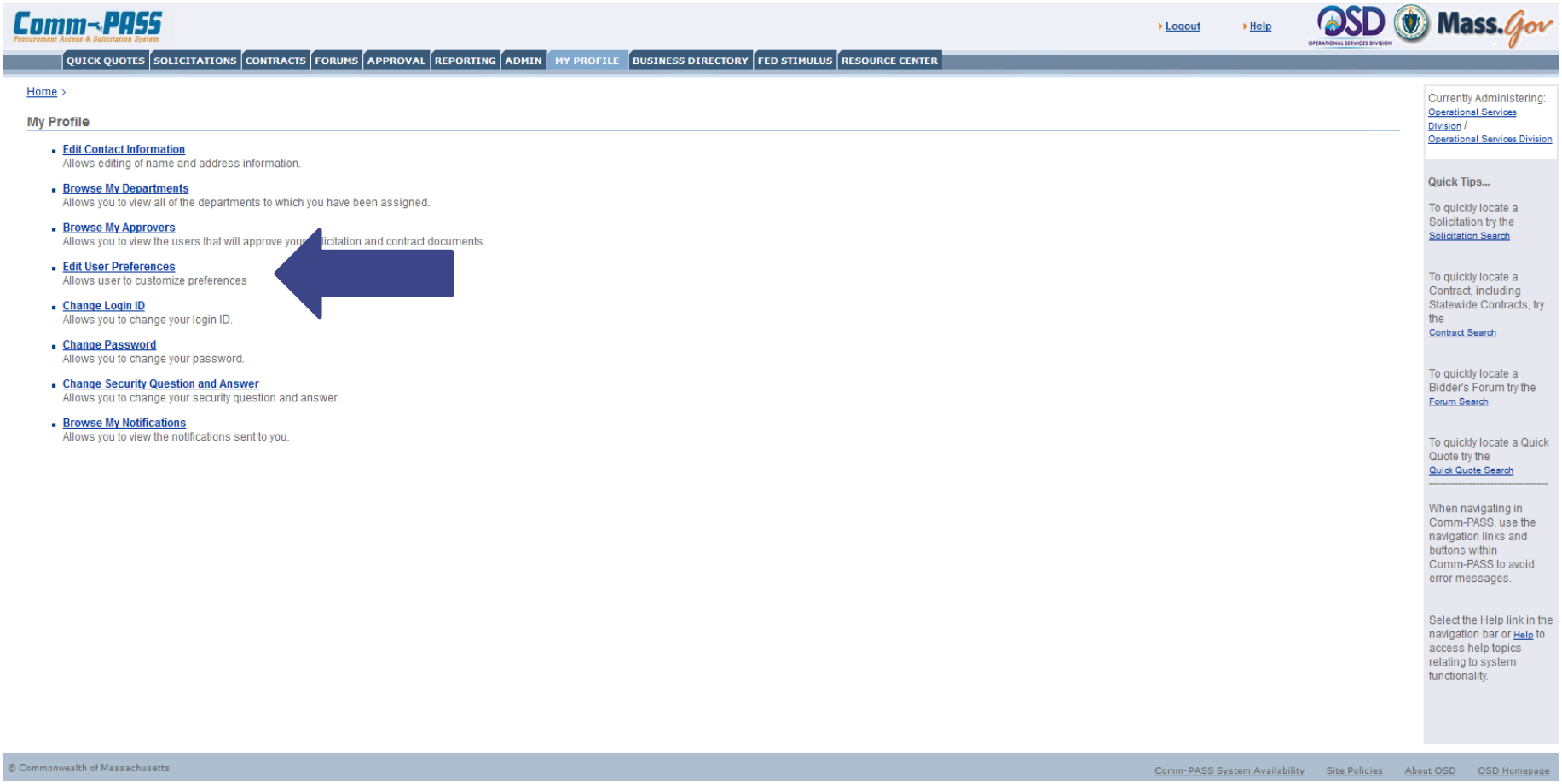

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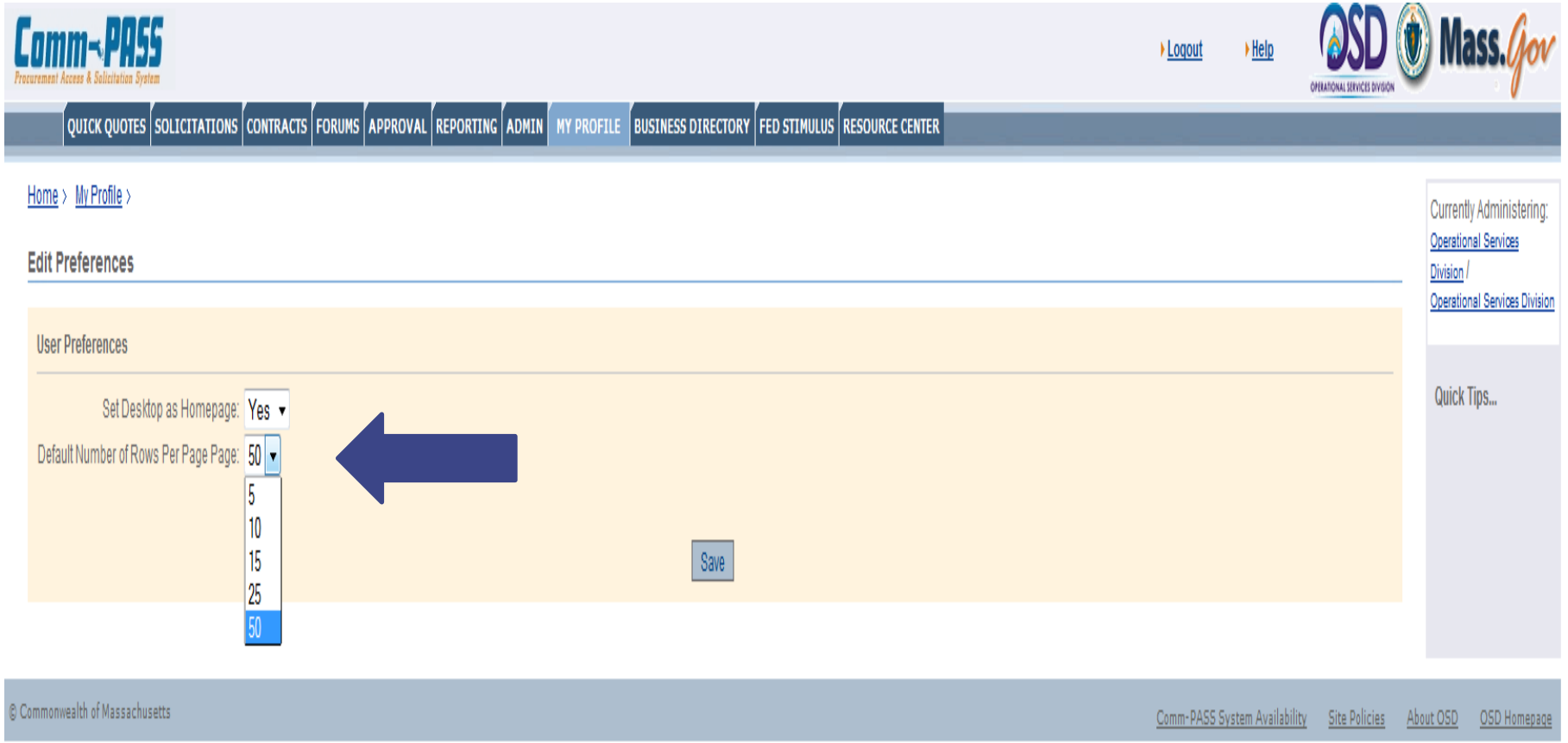
Select “Default Number of Rows Per Page” drop-down arrow select the number you prefer.



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Note the “Default Number of Records” setting. Select “Save” button.

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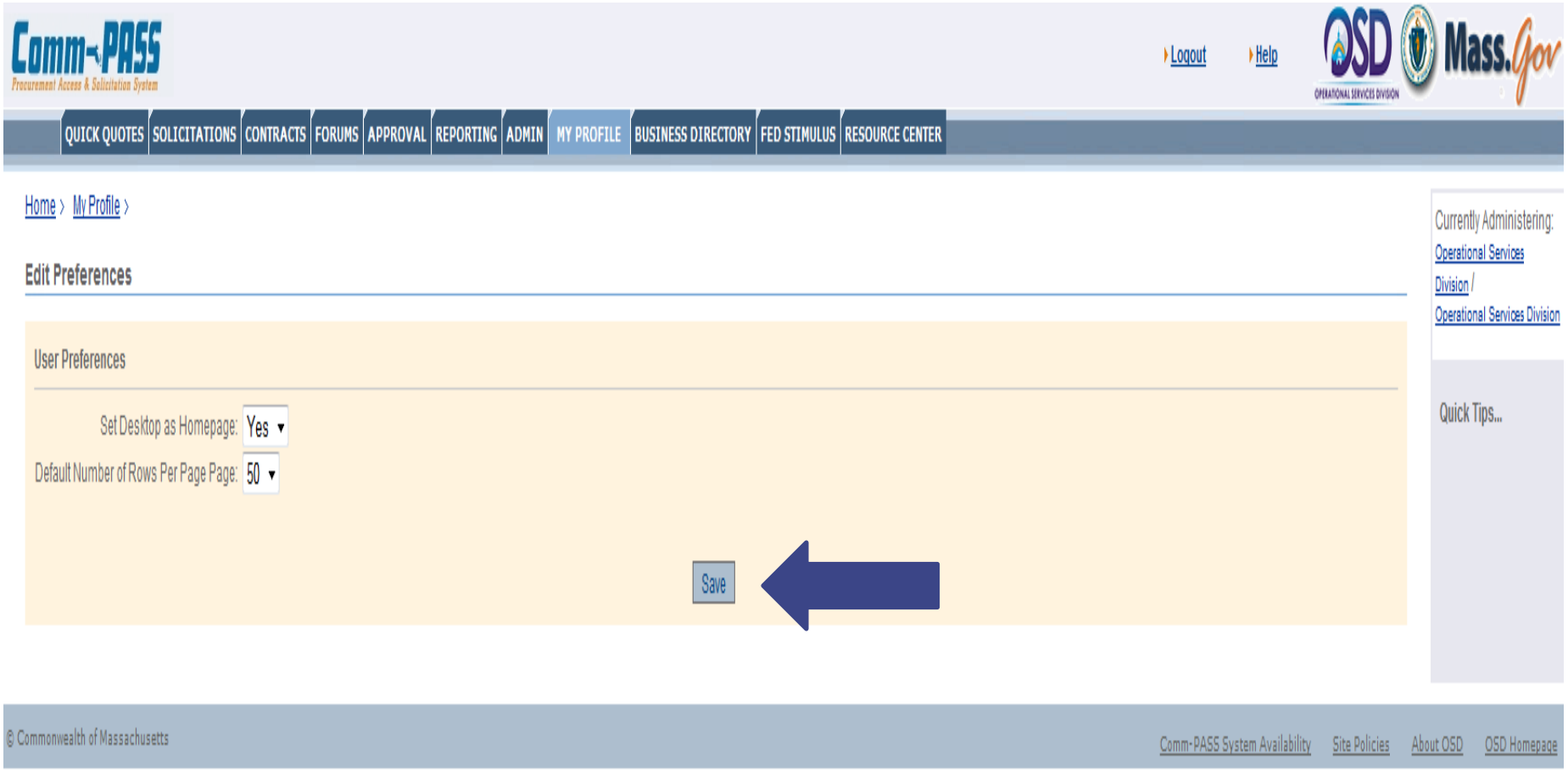

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A confirmation message is provided, select the “Solicitations” tab to begin Search.

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Select search for a “Solicitation” link.

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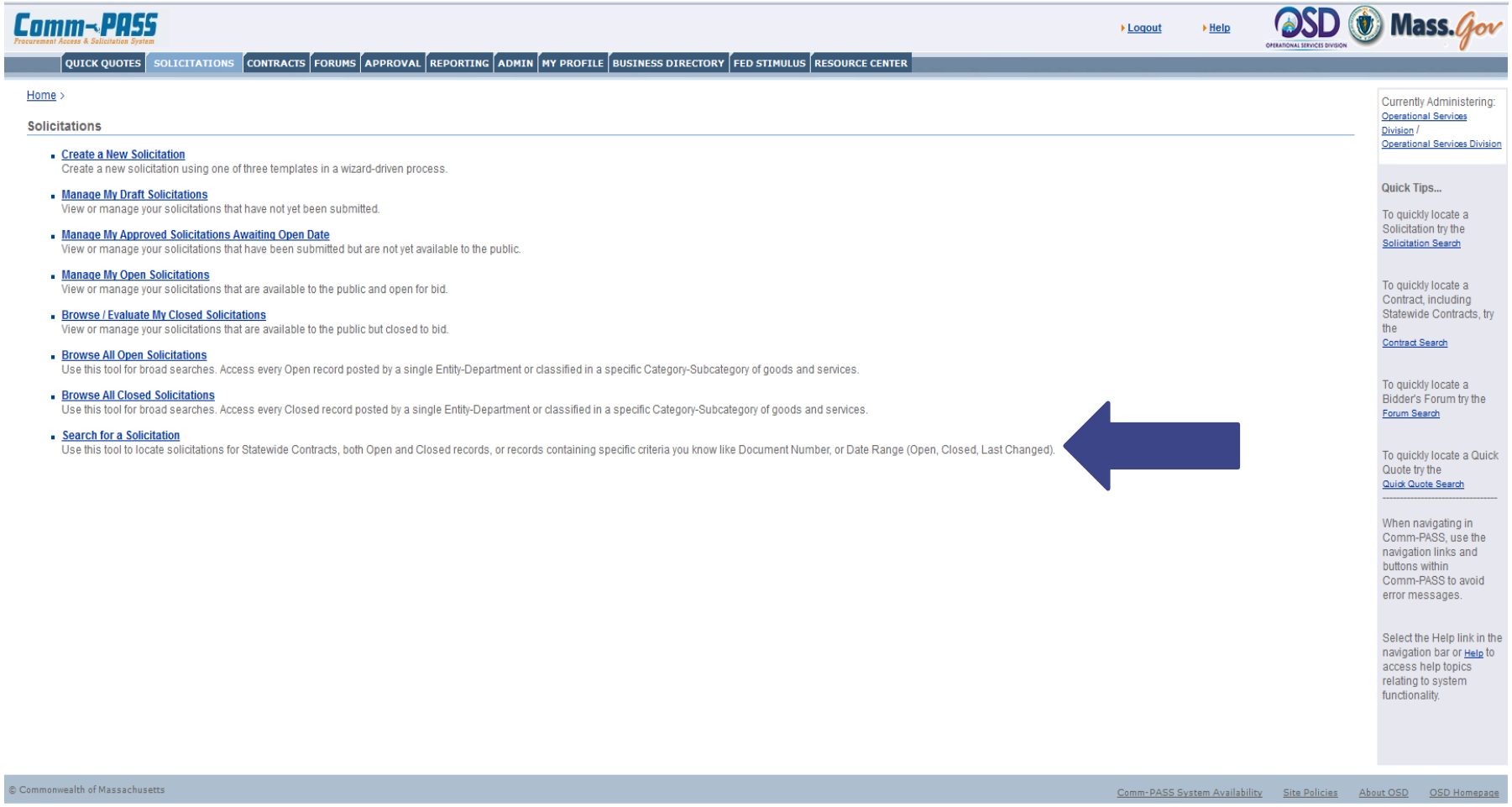

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Select “Open” status for “Document Status” drop-down. Select “Search” button.

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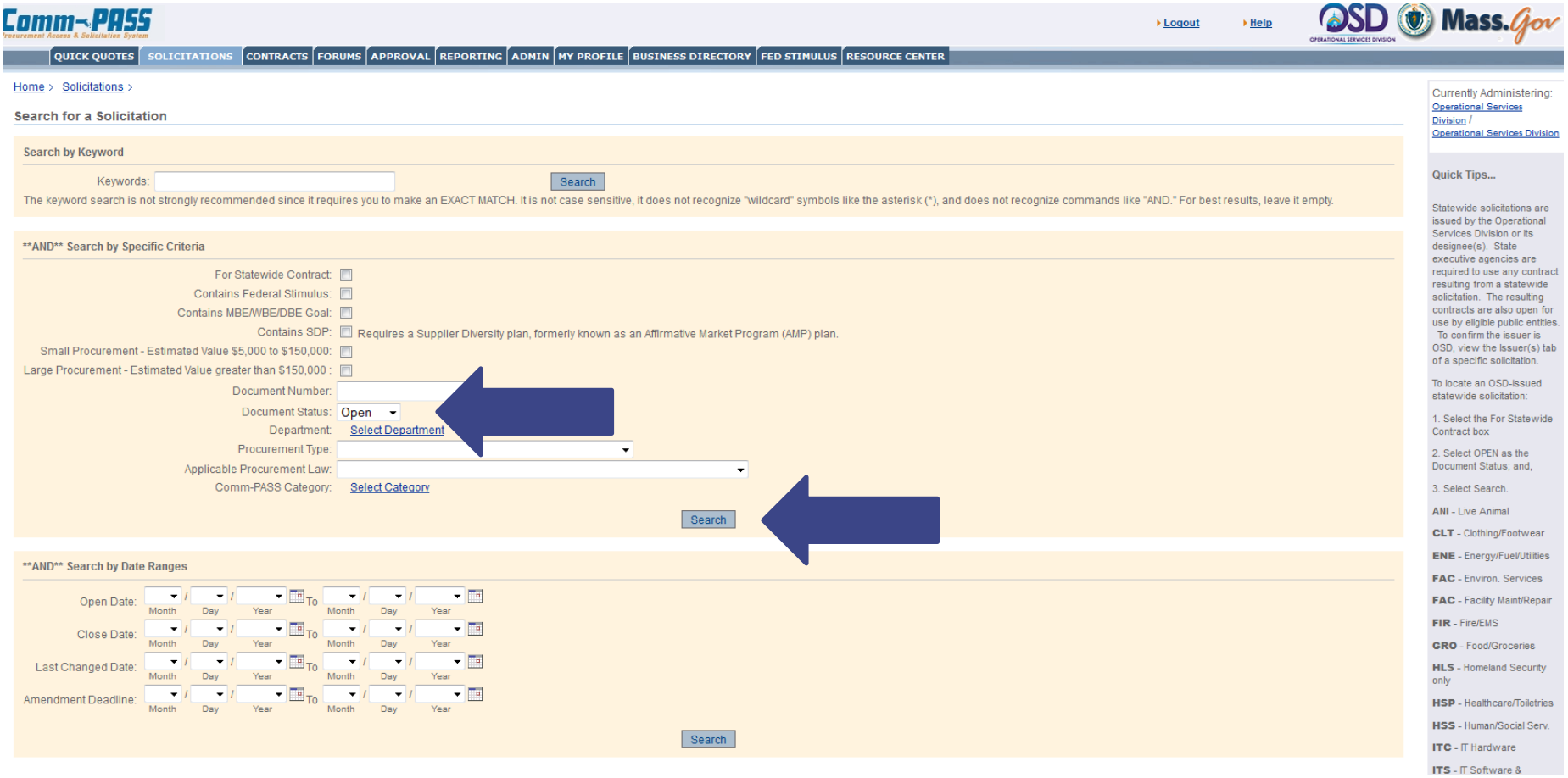

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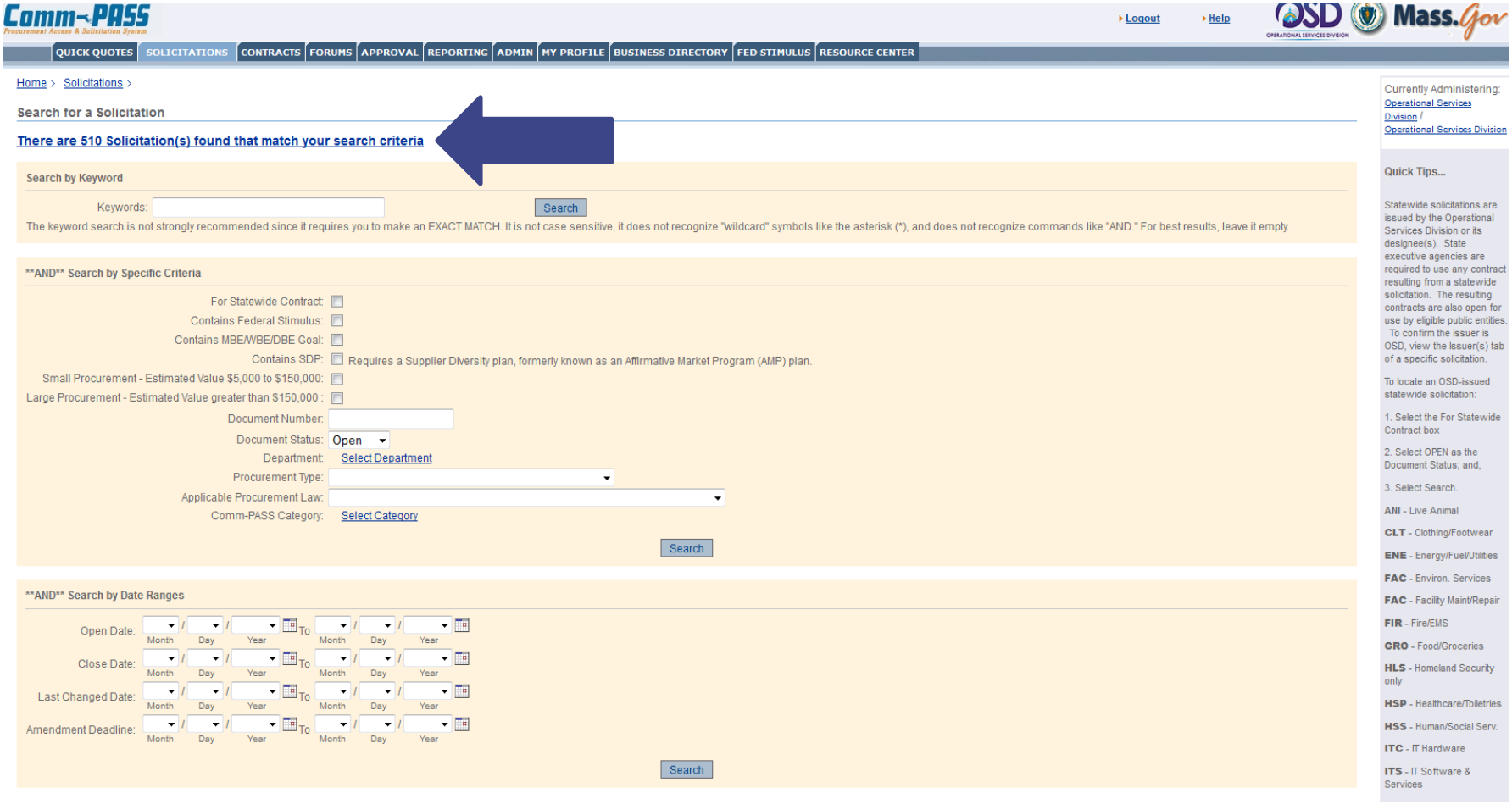
Select the “Match Your Search Criteria” link.



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Records are displayed 50 per page based on your Profile default.

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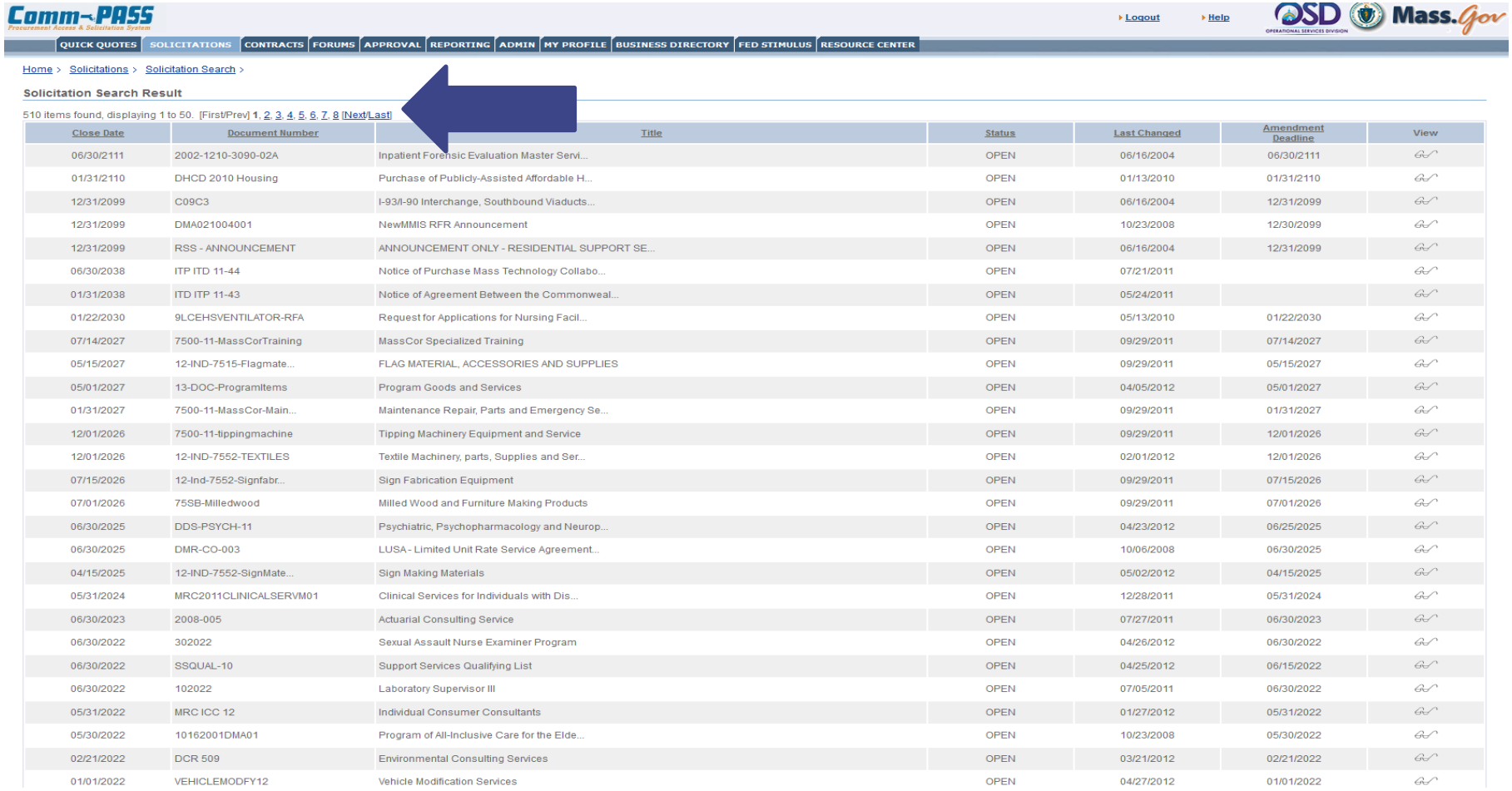

Close Date	Document Number	Title	Status	Last Changed	Amendment Deadline	View
06/30/2111	2002-1210-3090-02A	Inpatient Forensic Evaluation Master Servi...	OPEN	06/16/2004	06/30/2111	
01/31/2110	DHCD 2010 Housing	Purchase of Publicly-Assisted Affordable H...	OPEN	01/13/2010	01/31/2110	
12/31/2099	C09C3	I-93/I-90 Interchange, Southbound Viaducts...	OPEN	06/16/2004	12/31/2099	
12/31/2099	DMA021004001	NewMMIS RFR Announcement	OPEN	10/23/2008	12/30/2099	
12/31/2099	RSS - ANNOUNCEMENT	ANNOUNCEMENT ONLY - RESIDENTIAL SUPPORT SE...	OPEN	06/16/2004	12/31/2099	
06/30/2038	ITP ITD 11-44	Notice of Purchase Mass Technology Collabo...	OPEN	07/21/2011		
01/31/2038	ITD ITP 11-43	Notice of Agreement Between the Commonweal...	OPEN	05/24/2011		
01/22/2030	9LCEHSVENTILATOR-RFA	Request for Applications for Nursing Facil...	OPEN	05/13/2010	01/22/2030	
07/14/2027	7500-11-MassCorTraining	MassCor Specialized Training	OPEN	09/29/2011	07/14/2027	
05/15/2027	12-IND-7515-Flagmate...	FLAG MATERIAL, ACCESSORIES AND SUPPLIES	OPEN	09/29/2011	05/15/2027	
05/01/2027	13-DOC-ProgramItems	Program Goods and Services	OPEN	04/05/2012	05/01/2027	
01/31/2027	7500-11-MassCor-Main...	Maintenance Repair, Parts and Emergency Se...	OPEN	09/29/2011	01/31/2027	
12/01/2026	7500-11-tippingmachine	Tipping Machinery Equipment and Service	OPEN	09/29/2011	12/01/2026	
12/01/2026	12-IND-7552-TEXTILES	Textile Machinery, parts, Supplies and Ser...	OPEN	02/01/2012	12/01/2026	
07/15/2026	12-Ind-7552-Signfabr...	Sign Fabrication Equipment	OPEN	09/29/2011	07/15/2026	
07/01/2026	75SB-Milledwood	Milled Wood and Furniture Making Products	OPEN	09/29/2011	07/01/2026	
06/30/2025	DDS-PSYCH-11	Psychiatric, Psychopharmacology and Neurop...	OPEN	04/23/2012	06/25/2025	
06/30/2025	DMR-CO-003	LUSA - Limited Unit Rate Service Agreement...	OPEN	10/06/2008	06/30/2025	
04/15/2025	12-IND-7552-SignMate...	Sign Making Materials	OPEN	05/02/2012	04/15/2025	
05/31/2024	MRC2011CLINICALSERVM01	Clinical Services for Individuals with Dis...	OPEN	12/28/2011	05/31/2024	
06/30/2023	2008-005	Actuarial Consulting Service	OPEN	07/27/2011	06/30/2023	
06/30/2022	302022	Sexual Assault Nurse Examiner Program	OPEN	04/26/2012	06/30/2022	
06/30/2022	SSQUAL-10	Support Services Qualifying List	OPEN	04/25/2012	06/15/2022	
06/30/2022	102022	Laboratory Supervisor III	OPEN	07/05/2011	06/30/2022	
05/31/2022	MRC ICC 12	Individual Consumer Consultants	OPEN	01/27/2012	05/31/2022	
05/30/2022	10162001DMA01	Program of All-Inclusive Care for the Elde...	OPEN	10/23/2008	05/30/2022	
02/21/2022	DCR 509	Environmental Consulting Services	OPEN	03/21/2012	02/21/2022	
01/01/2022	VEHICLEMODFY12	Vehicle Modification Services	OPEN	04/27/2012	01/01/2022	

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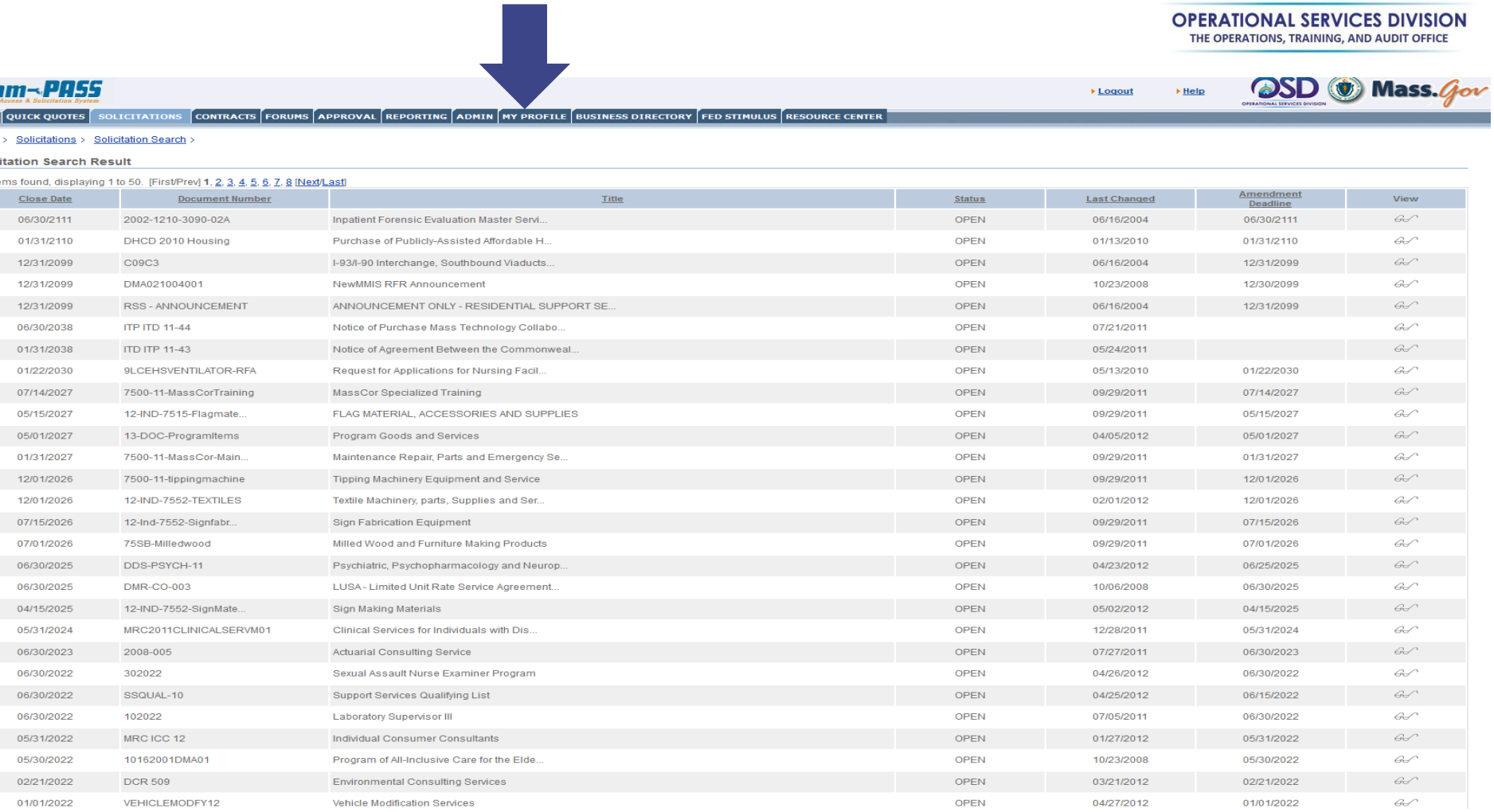

Close Date	Document Number	Title	Status	Last Changed	Amendment Deadline	View
06/30/2111	2002-1210-3090-02A	Inpatient Forensic Evaluation Master Servi...	OPEN	06/16/2004	06/30/2111	
01/31/2110	DHCD 2010 Housing	Purchase of Publicly-Assisted Affordable H...	OPEN	01/13/2010	01/31/2110	
12/31/2099	C09C3	I-93/I-90 Interchange, Southbound Viaducts...	OPEN	06/16/2004	12/31/2099	
12/31/2099	DMA021004001	NewMMIS RFR Announcement	OPEN	10/23/2008	12/30/2099	
12/31/2099	RSS - ANNOUNCEMENT	ANNOUNCEMENT ONLY - RESIDENTIAL SUPPORT SE...	OPEN	06/16/2004	12/31/2099	
06/30/2038	ITP ITD 11-44	Notice of Purchase Mass Technology Collabo...	OPEN	07/21/2011		
01/31/2038	ITD ITP 11-43	Notice of Agreement Between the Commonweal...	OPEN	05/24/2011		
01/22/2030	9LCEHSVENTILATOR-RFA	Request for Applications for Nursing Facil...	OPEN	05/13/2010	01/22/2030	
07/14/2027	7500-11-MassCorTraining	MassCor Specialized Training	OPEN	09/29/2011	07/14/2027	
05/15/2027	12-IND-7515-Flagmate...	FLAG MATERIAL, ACCESSORIES AND SUPPLIES	OPEN	09/29/2011	05/15/2027	
05/01/2027	13-DOC-ProgramItems	Program Goods and Services	OPEN	04/05/2012	05/01/2027	
01/31/2027	7500-11-MassCor-Main...	Maintenance Repair, Parts and Emergency Se...	OPEN	09/29/2011	01/31/2027	
12/01/2026	7500-11-tippingmachine	Tipping Machinery Equipment and Service	OPEN	09/29/2011	12/01/2026	
12/01/2026	12-IND-7552-TEXTILES	Textile Machinery, parts, Supplies and Ser...	OPEN	02/01/2012	12/01/2026	
07/15/2026	12-Ind-7552-Signfabr...	Sign Fabrication Equipment	OPEN	09/29/2011	07/15/2026	
07/01/2026	75SB-Milledwood	Milled Wood and Furniture Making Products	OPEN	09/29/2011	07/01/2026	
06/30/2025	DDS-PSYCH-11	Psychiatric, Psychopharmacology and Neurop...	OPEN	04/23/2012	06/25/2025	
06/30/2025	DMR-CO-003	LUSA - Limited Unit Rate Service Agreement...	OPEN	10/06/2008	06/30/2025	
04/15/2025	12-IND-7552-SignMate...	Sign Making Materials	OPEN	05/02/2012	04/15/2025	
05/31/2024	MRC2011CLINICALSERVM01	Clinical Services for Individuals with Dis...	OPEN	12/28/2011	05/31/2024	
06/30/2023	2008-005	Actuarial Consulting Service	OPEN	07/27/2011	06/30/2023	
06/30/2022	302022	Sexual Assault Nurse Examiner Program	OPEN	04/26/2012	06/30/2022	
06/30/2022	SSQUAL-10	Support Services Qualifying List	OPEN	04/25/2012	06/15/2022	
06/30/2022	102022	Laboratory Supervisor III	OPEN	07/05/2011	06/30/2022	
05/31/2022	MRC ICC 12	Individual Consumer Consultants	OPEN	01/27/2012	05/31/2022	
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02/21/2022	DCR 509	Environmental Consulting Services	OPEN	03/21/2012	02/21/2022	
01/01/2022	VEHICLEMODFY12	Vehicle Modification Services	OPEN	04/27/2012	01/01/2022	

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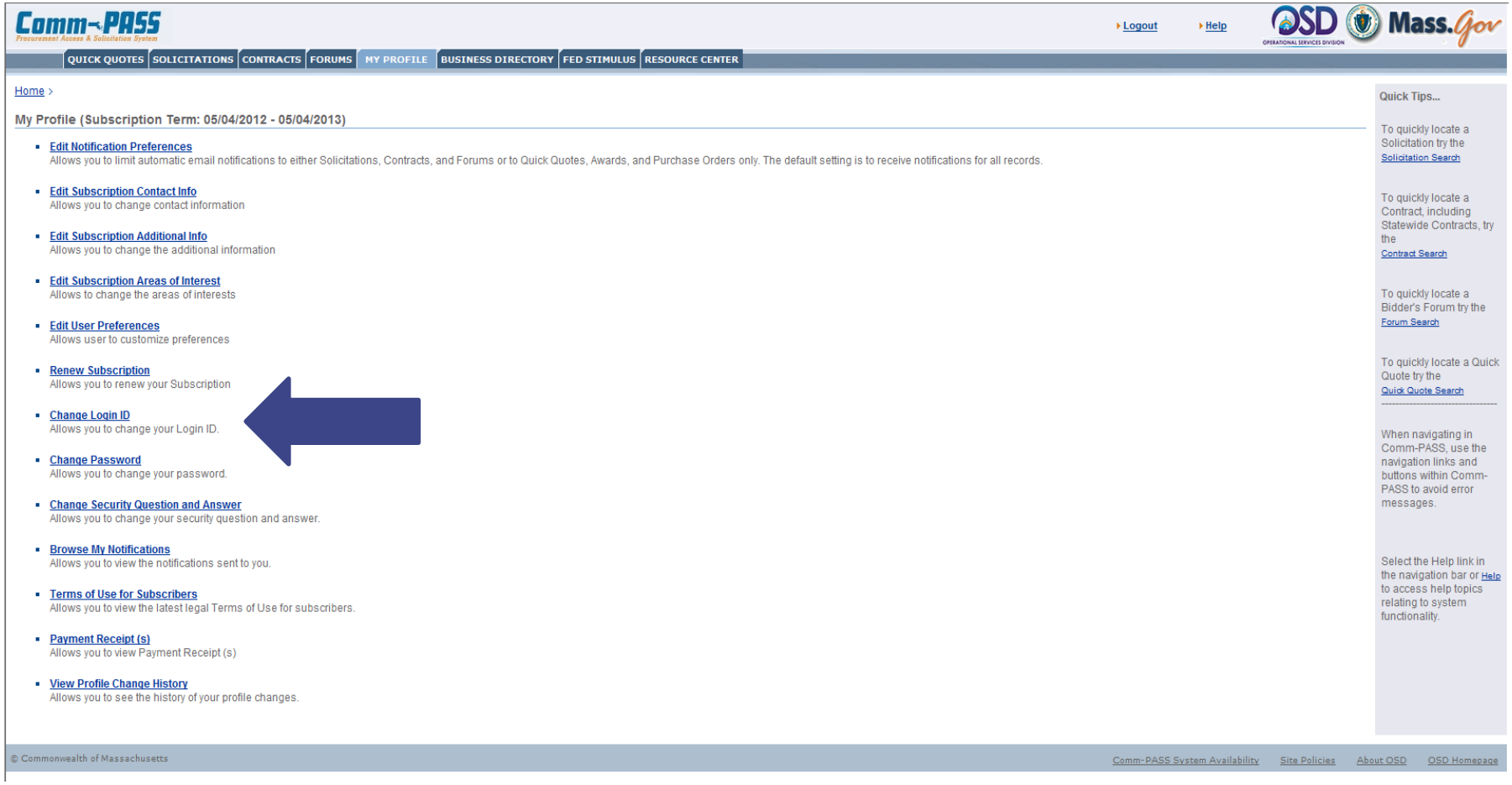

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Review Current “Login ID” value “Enter and Re-type” new Login ID values Select “Save Login ID” button.

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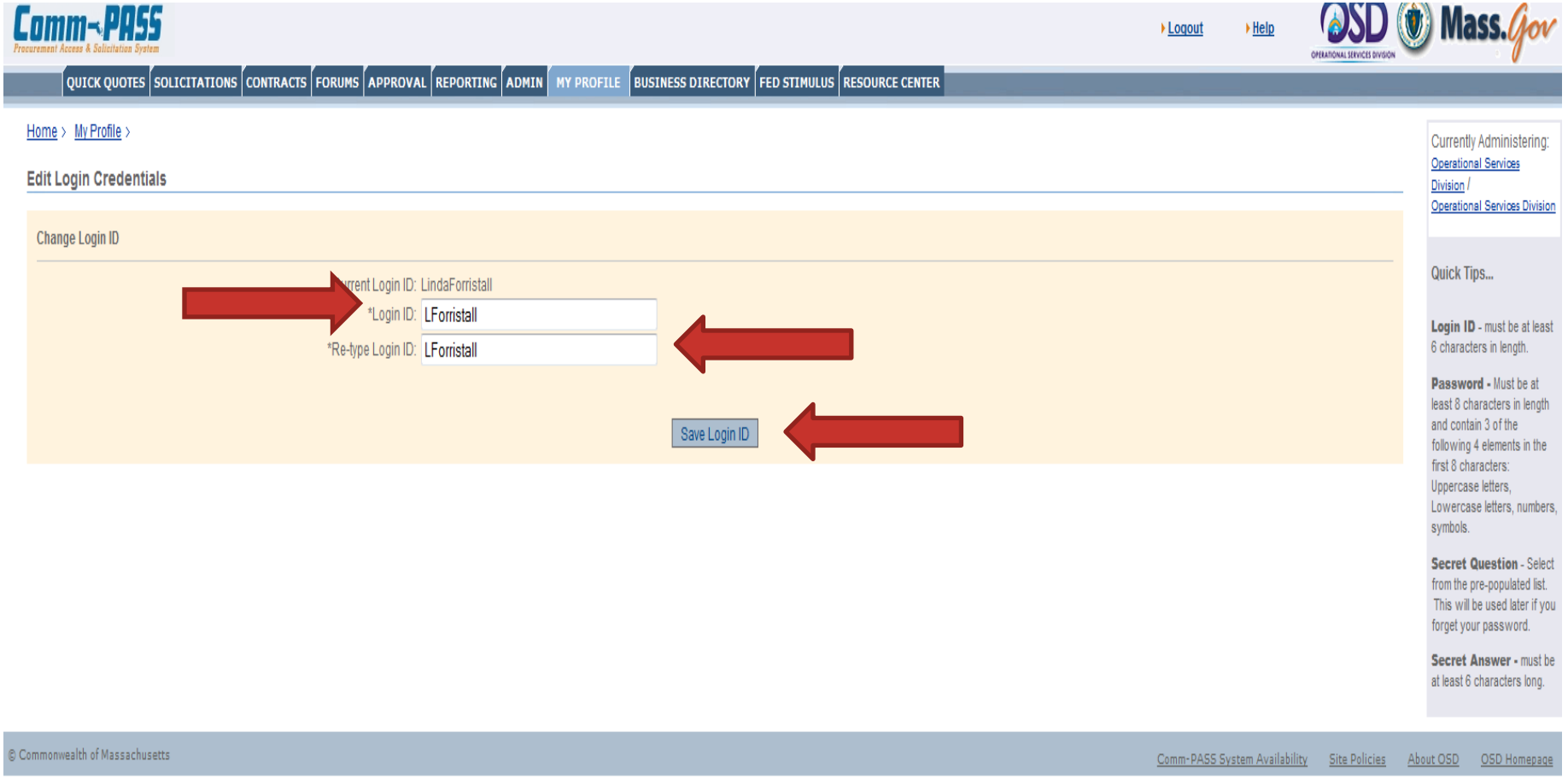

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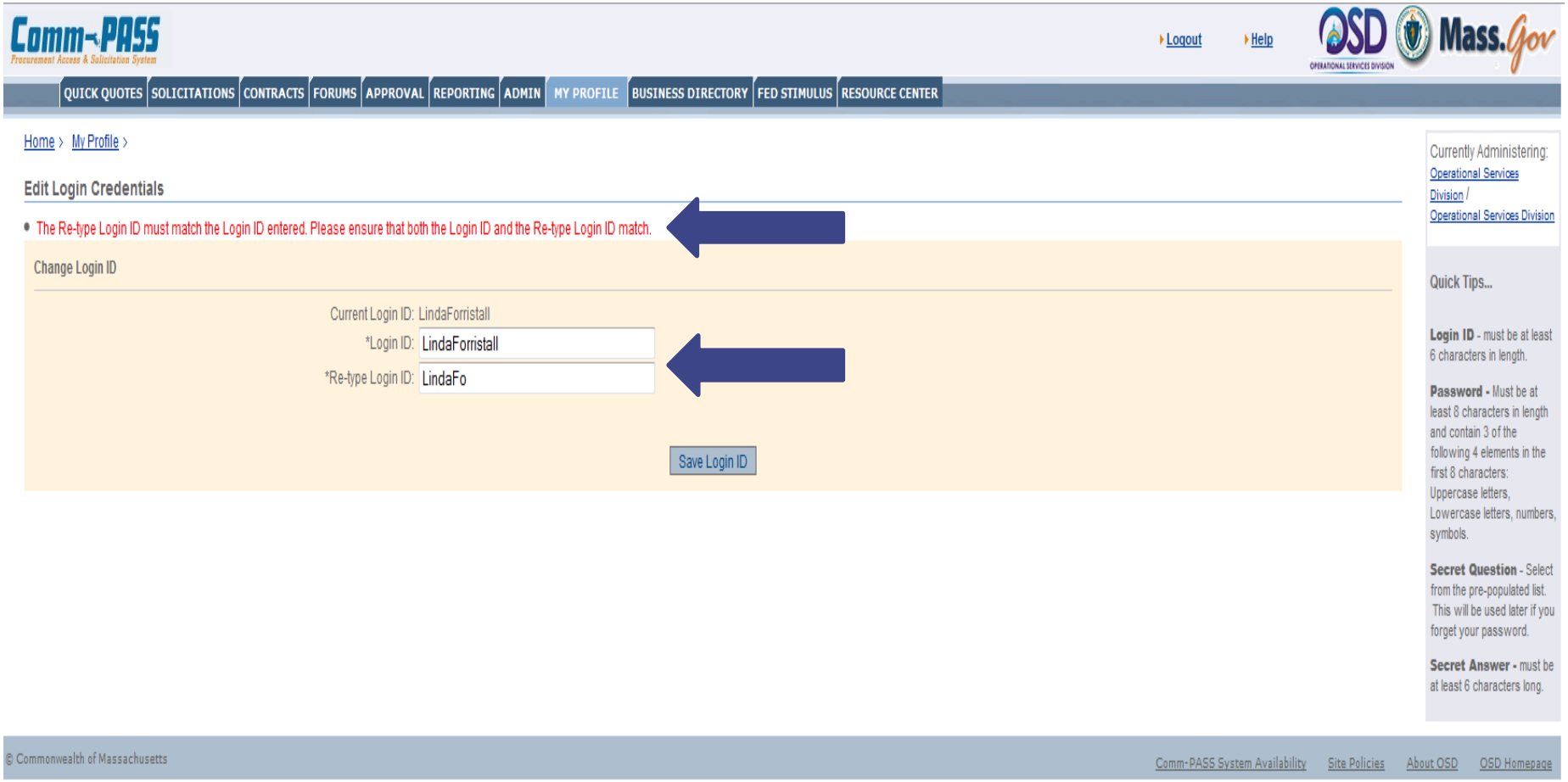

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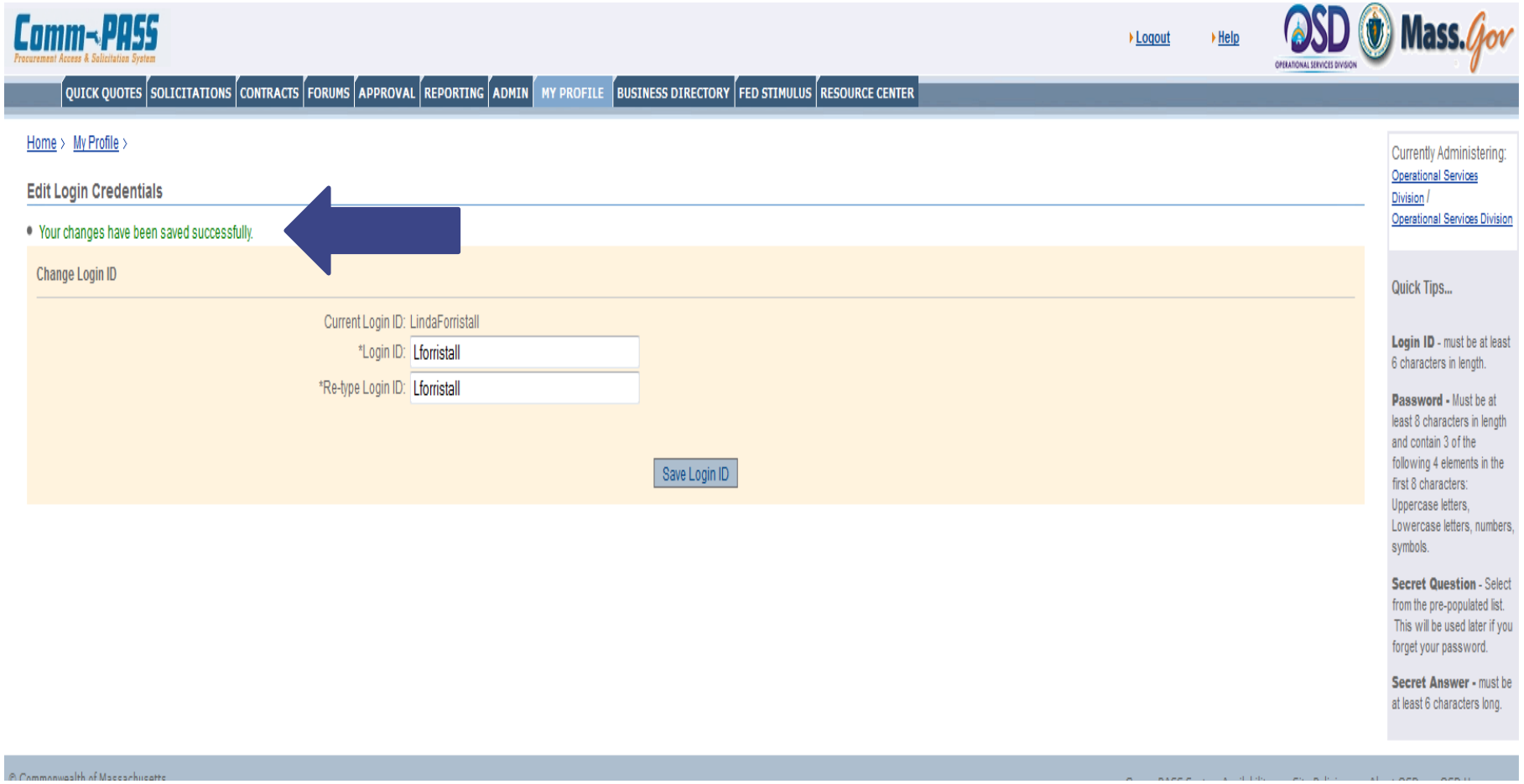

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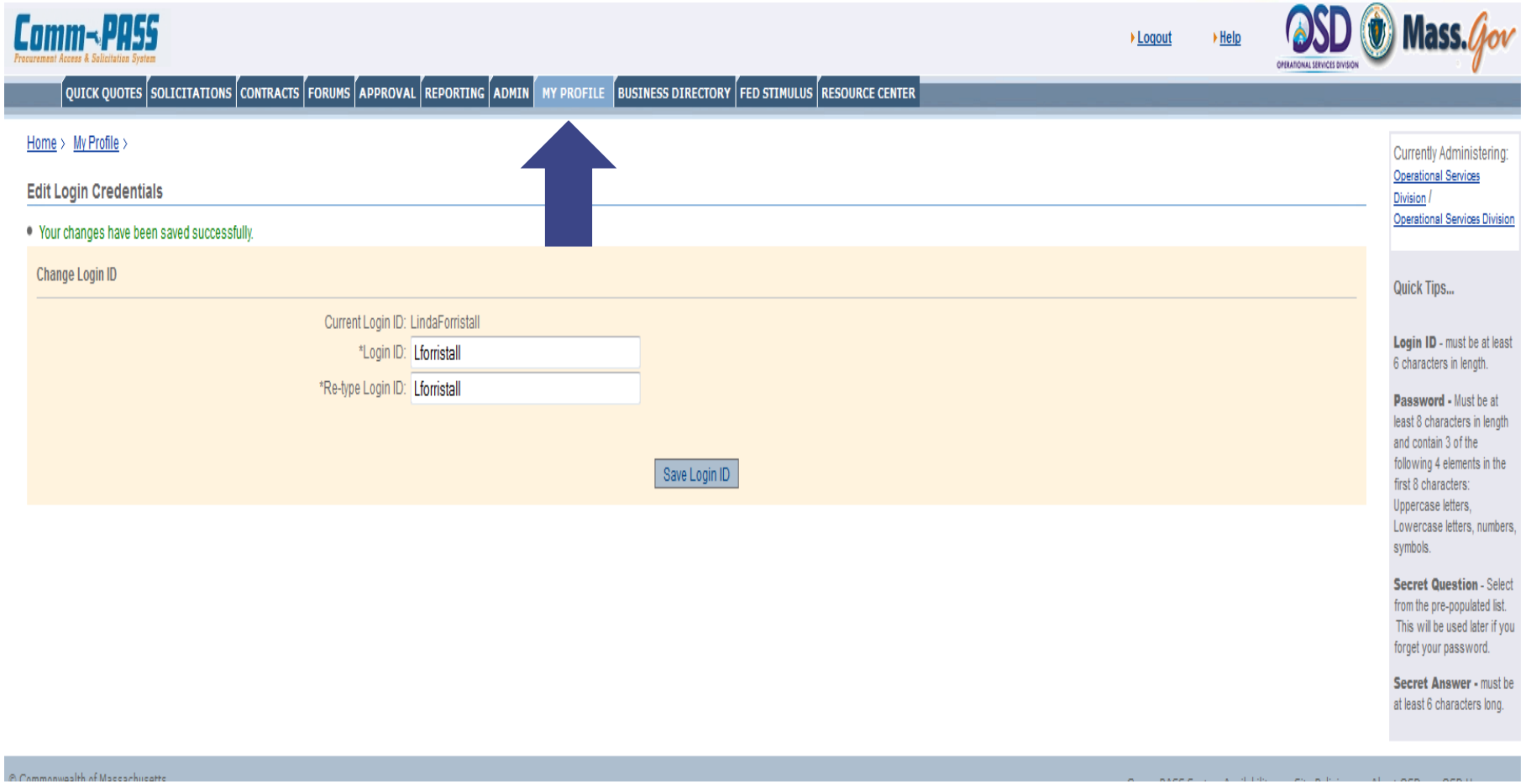

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Select “Change Password” link.

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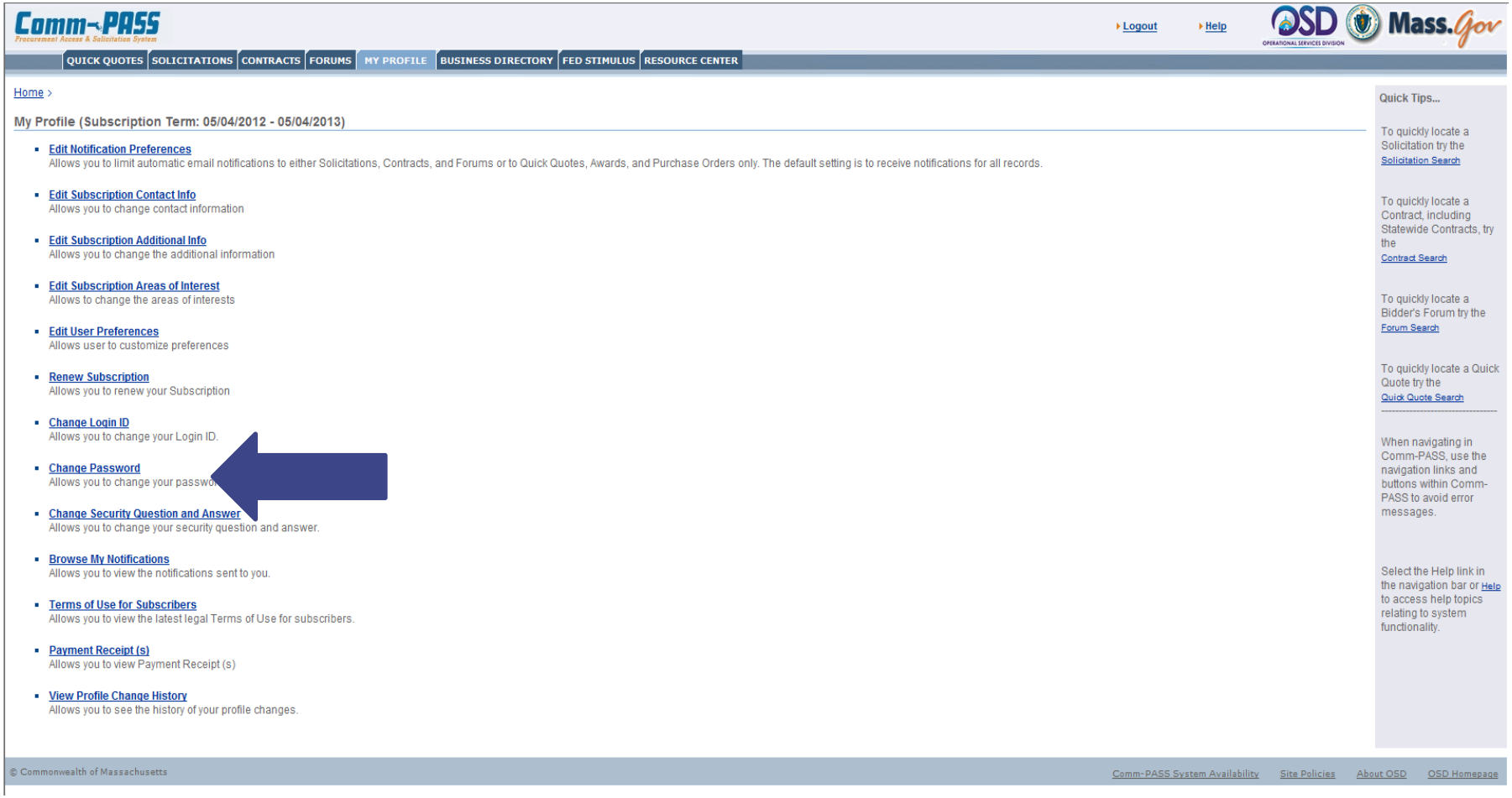

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Passwords are NEVER displayed and not accessible by anyone “Enter and Re-Type” the new Password you want to use select “Save Password” button.

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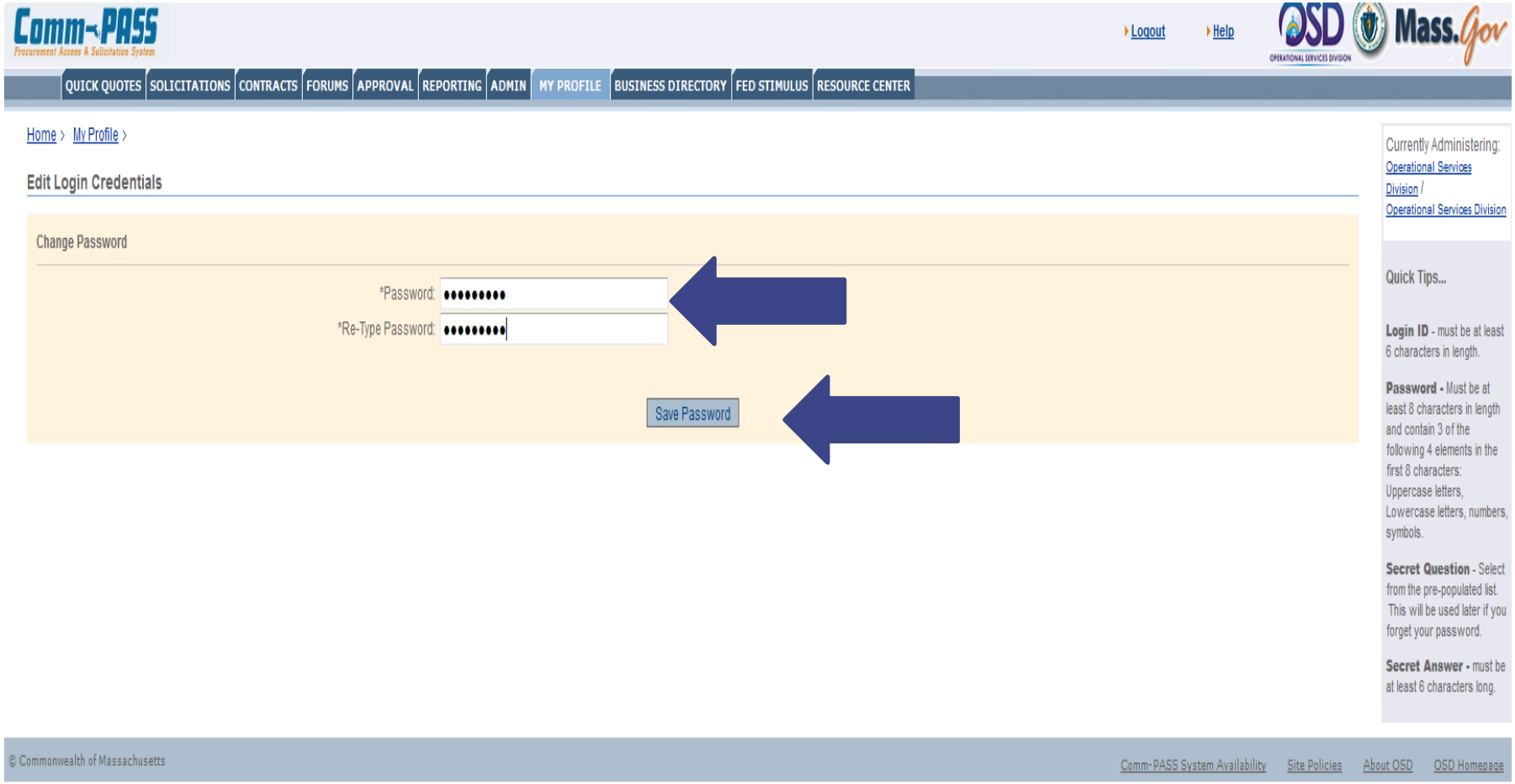

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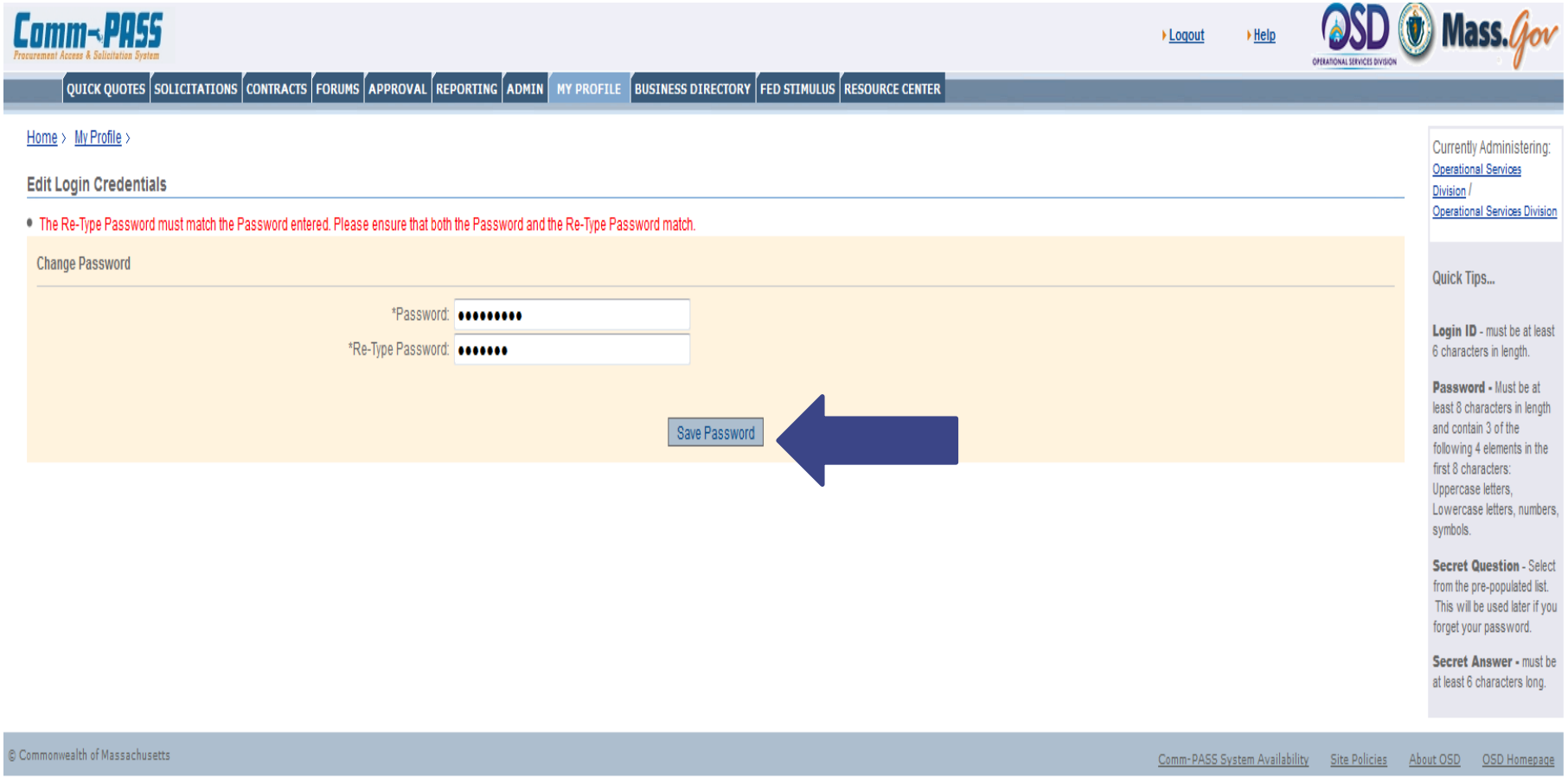

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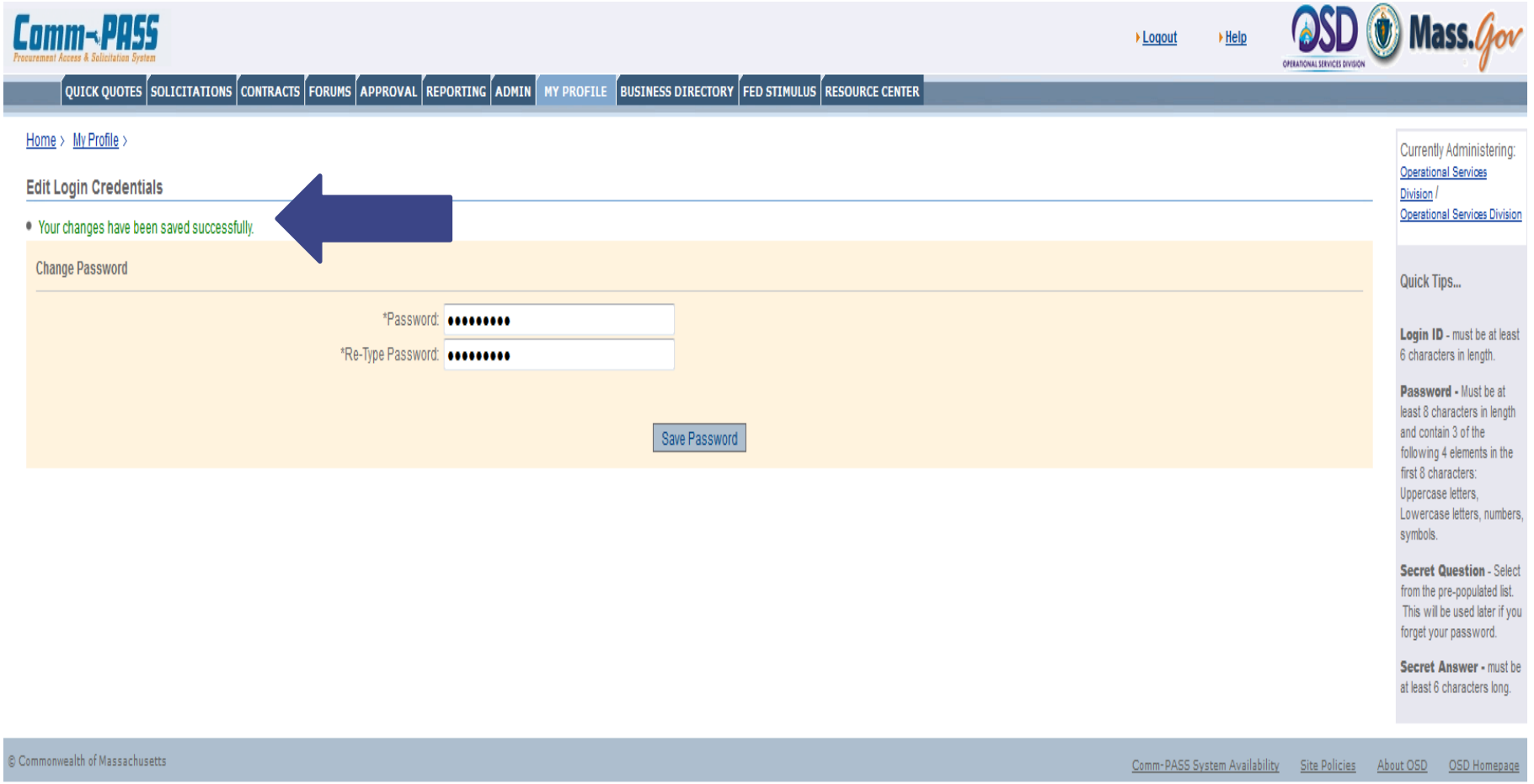

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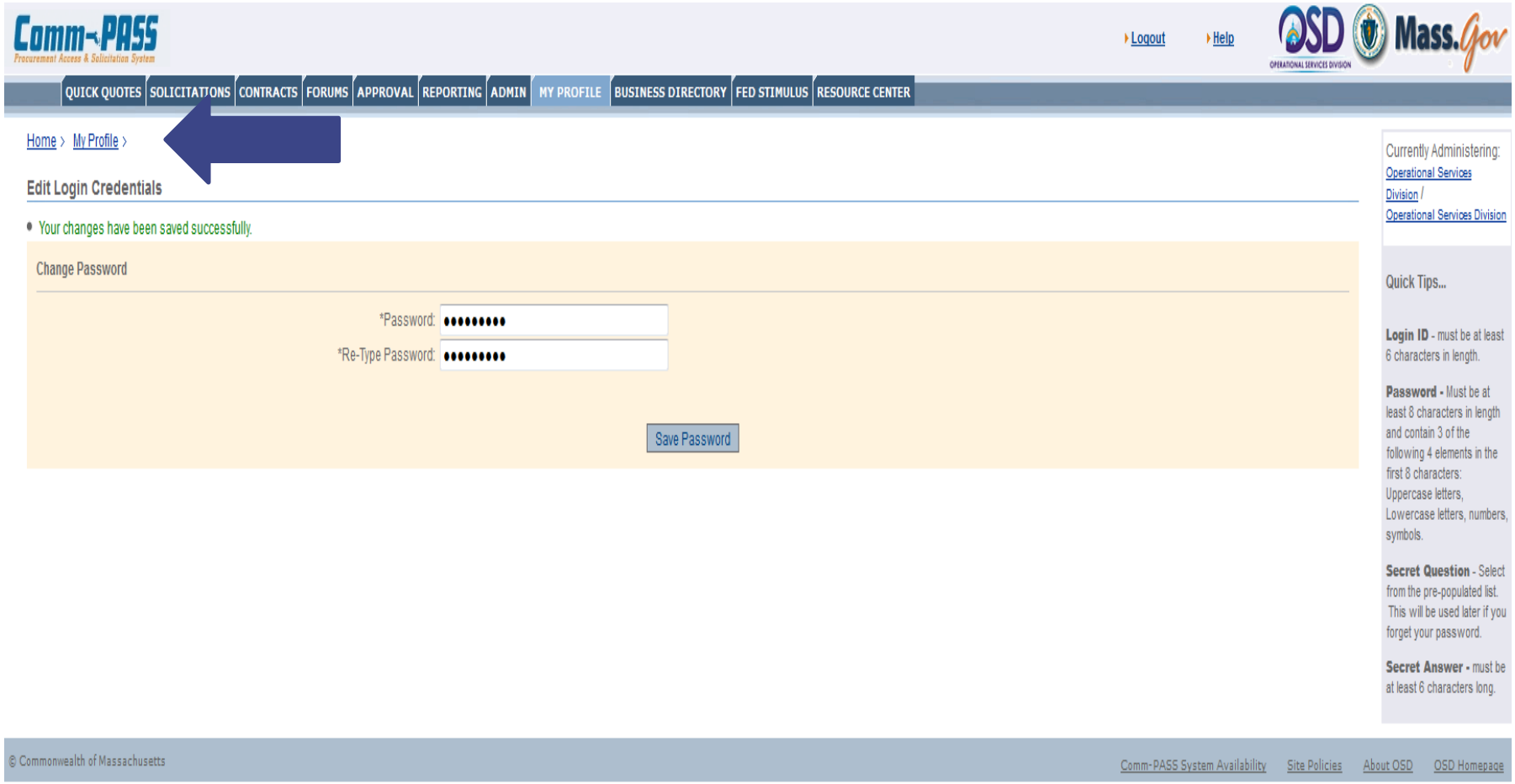

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Select “Change Security Question and Answer” link.

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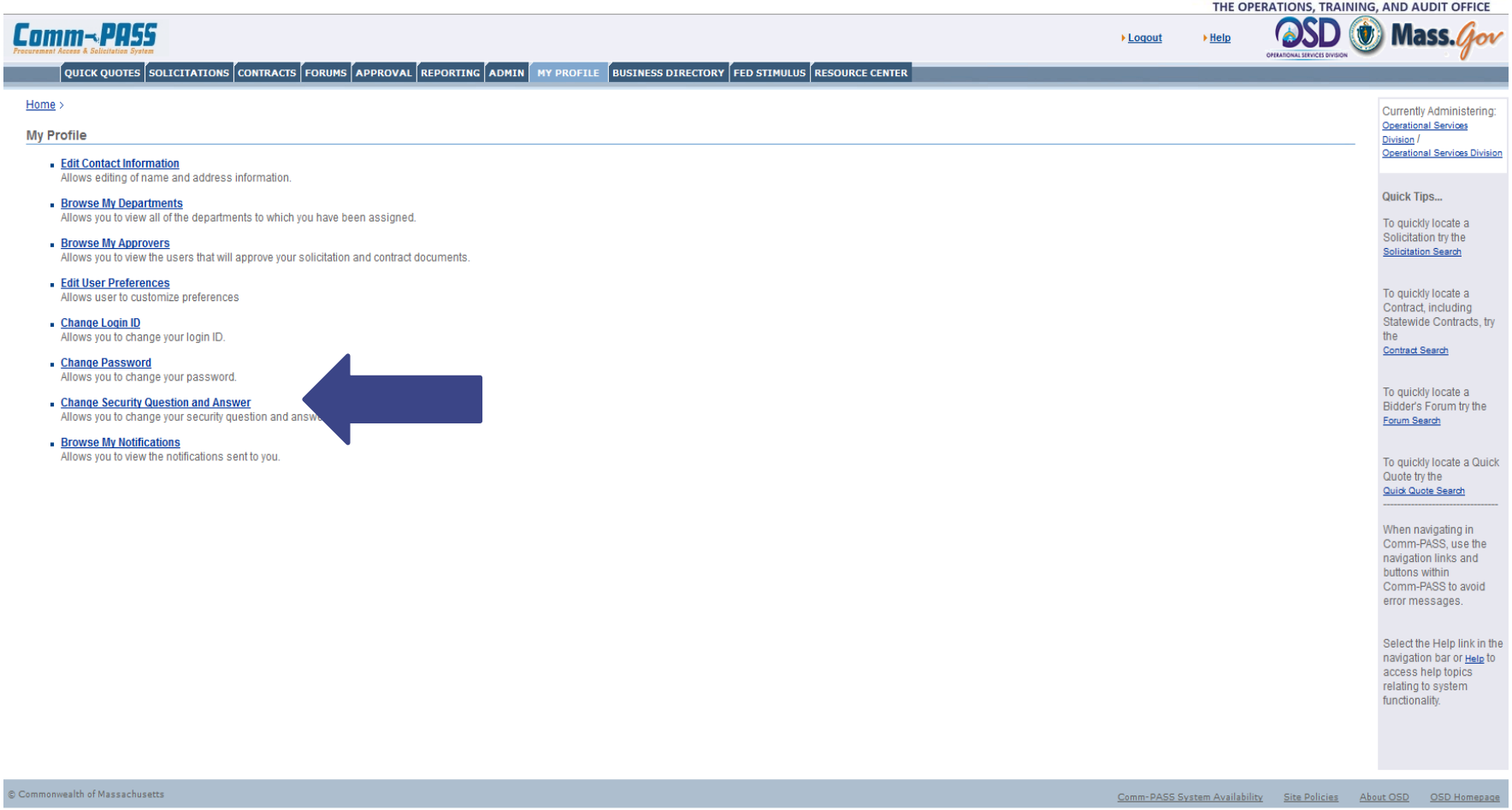

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System defaults to “Favorite pet’s name”. Select Security Question drop-down box and select a question.

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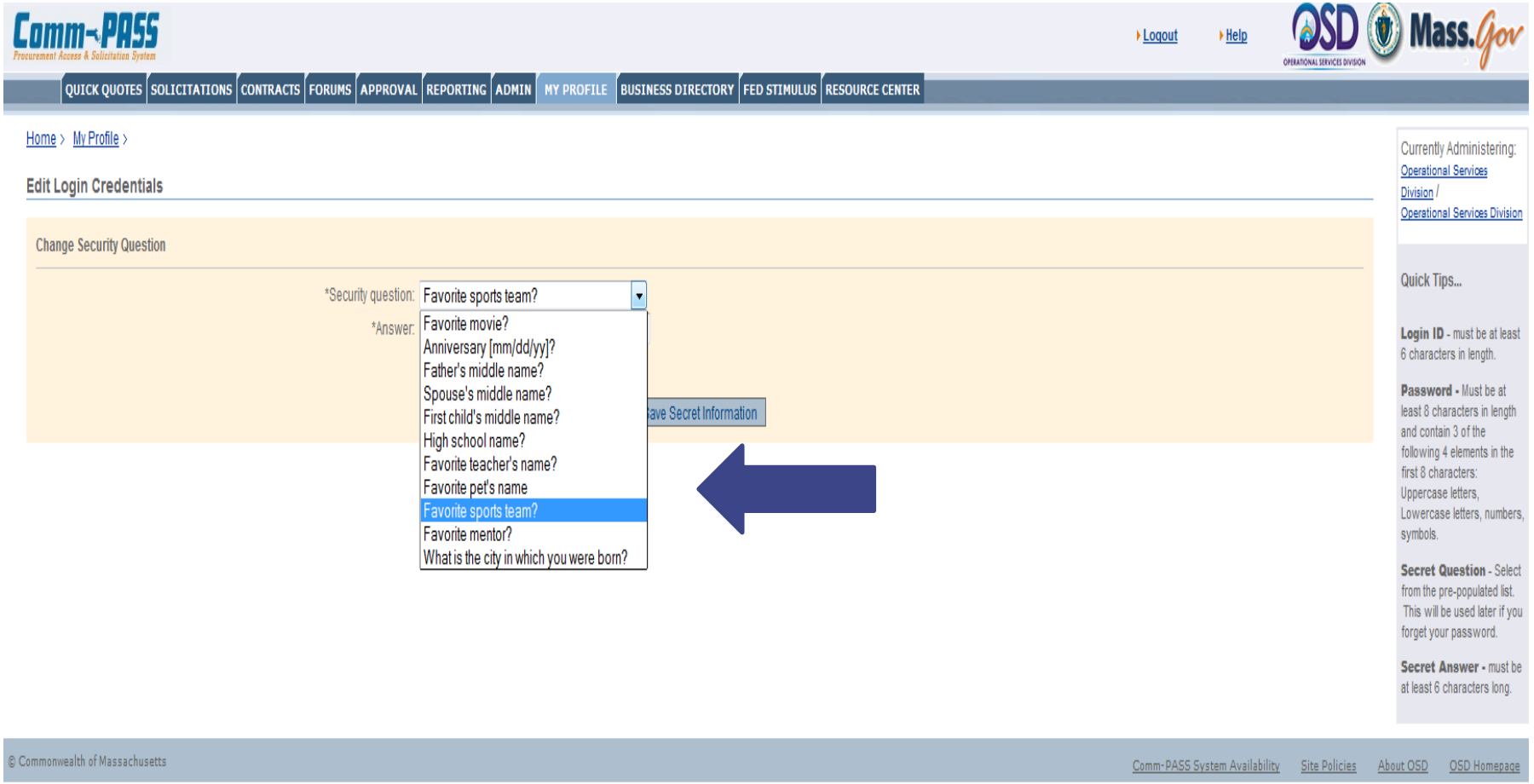

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Enter your answer of at least eight alpha-numeric characters. Select the “Save Secret Information” button. Confirmation is provided for answers that follow required format.

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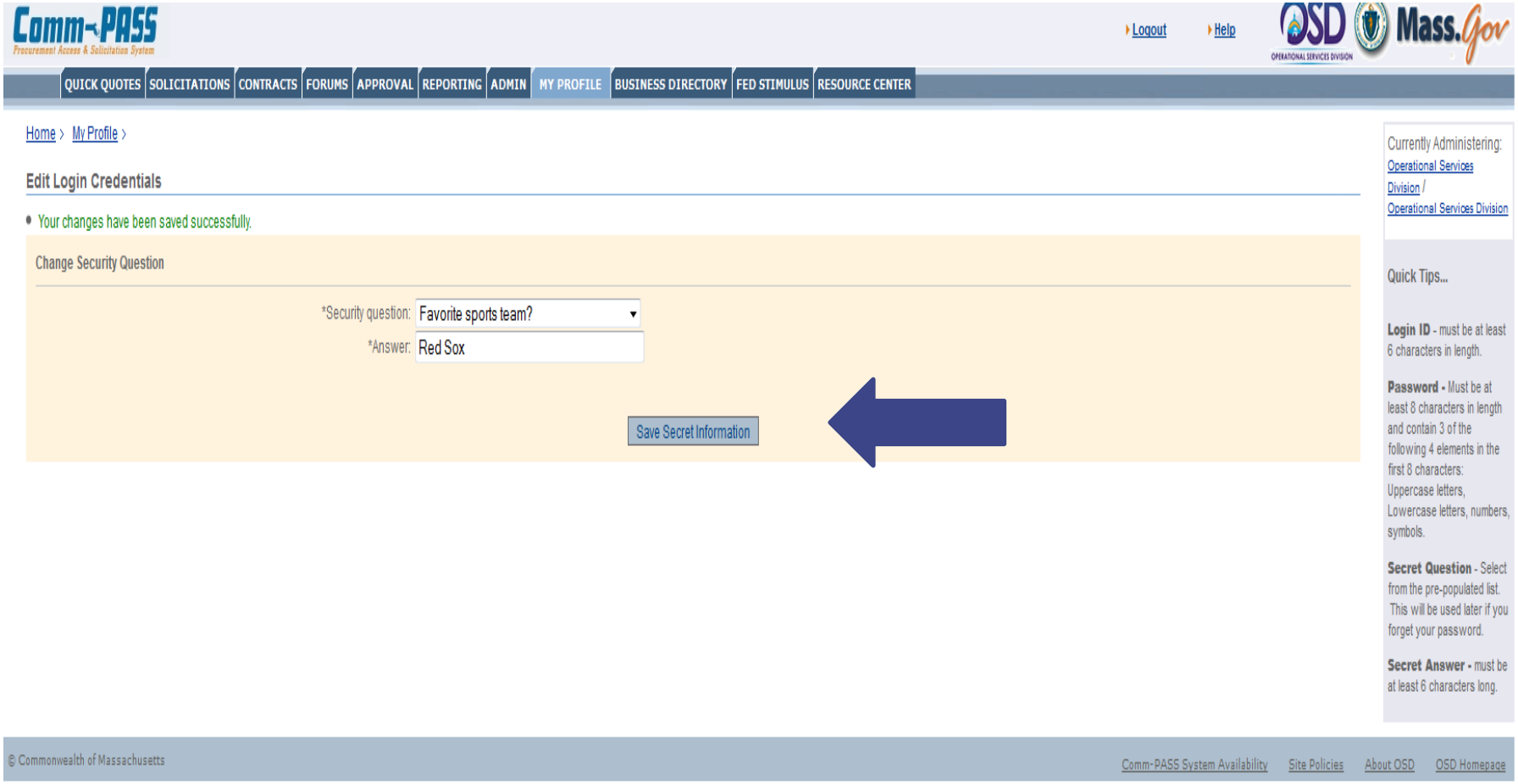

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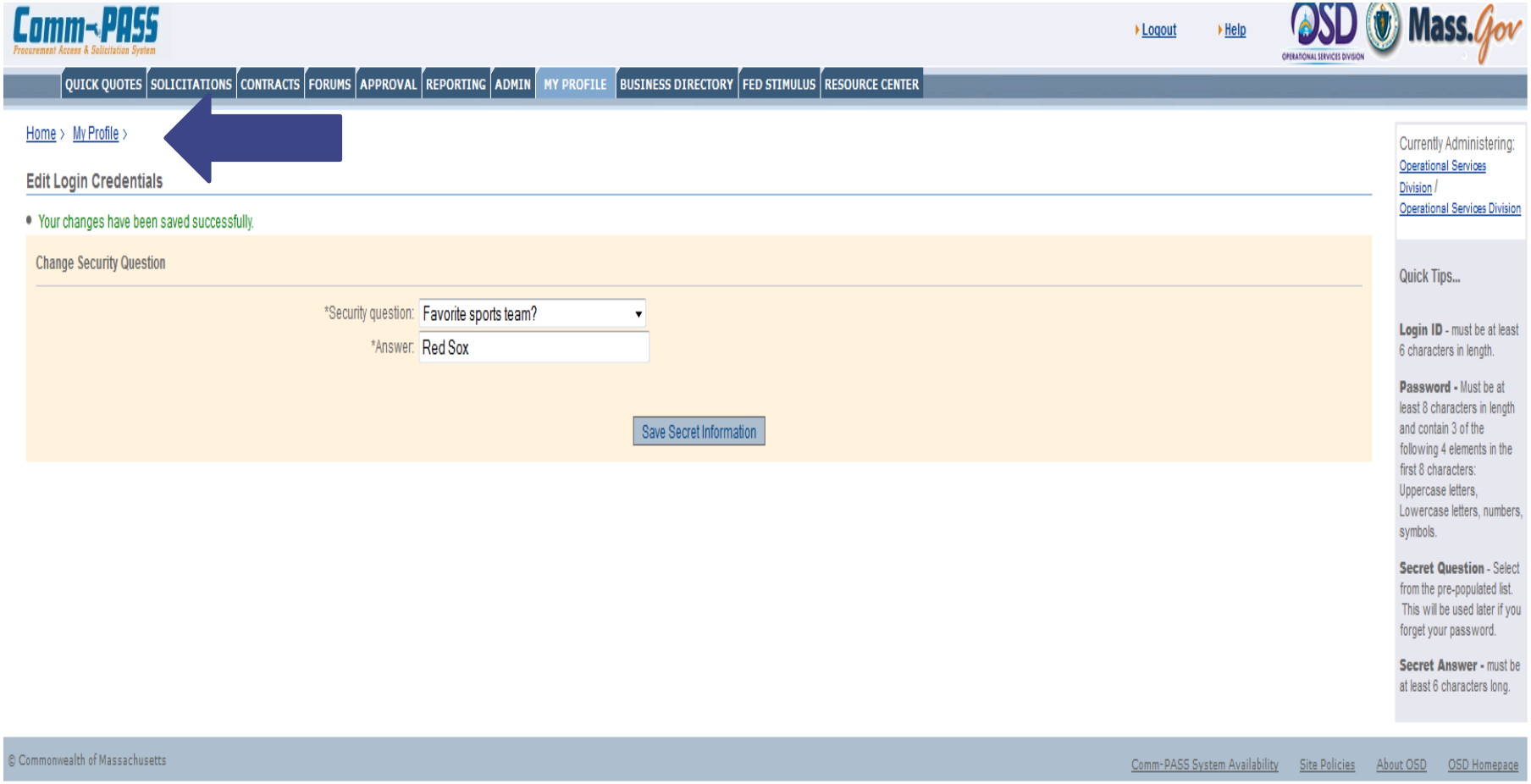

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Select “Browse My Notifications” link.

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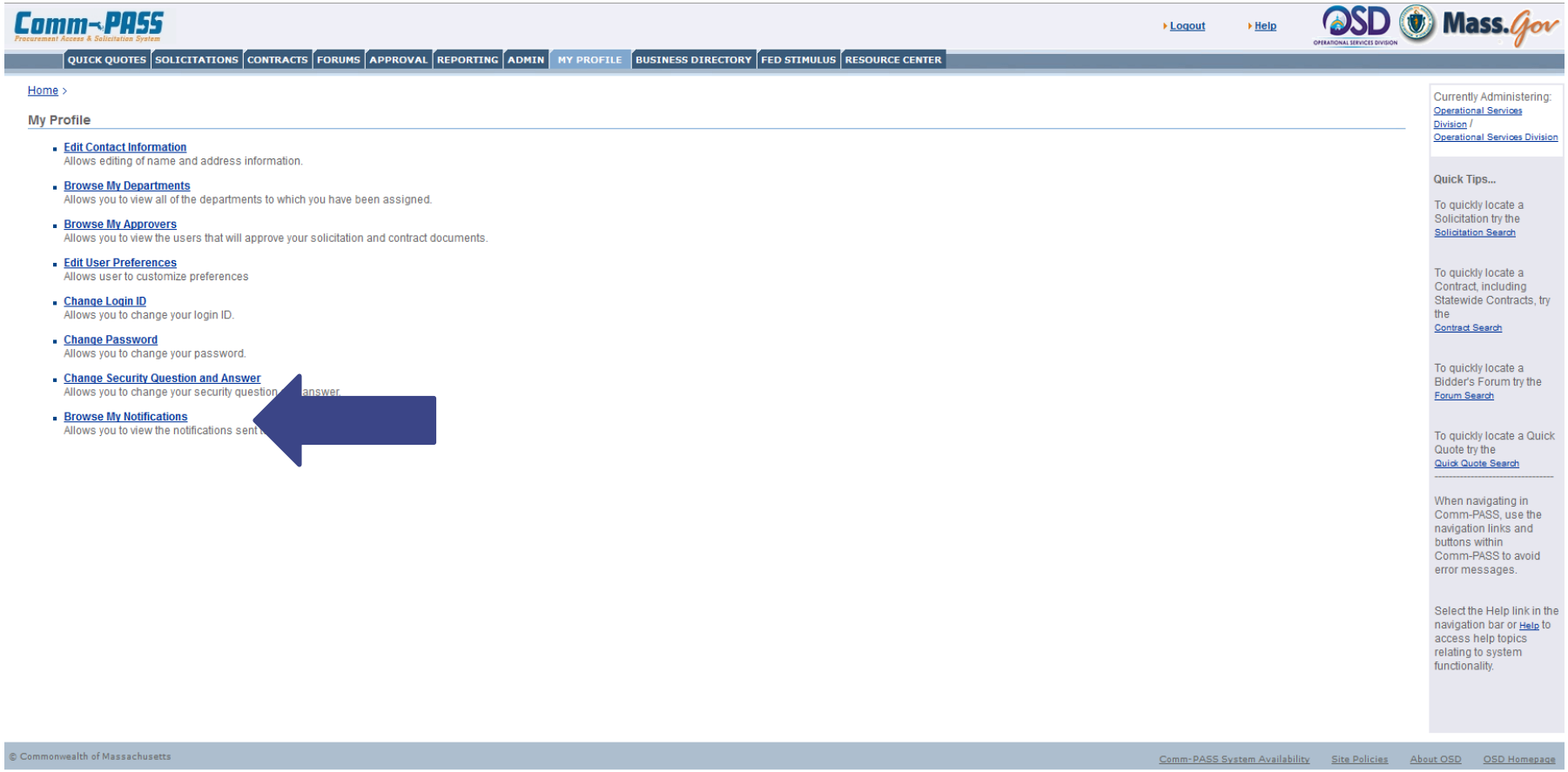

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Select the “View” icon for the current day’s notifications, if any. These are identical to the notifications sent to your email account.

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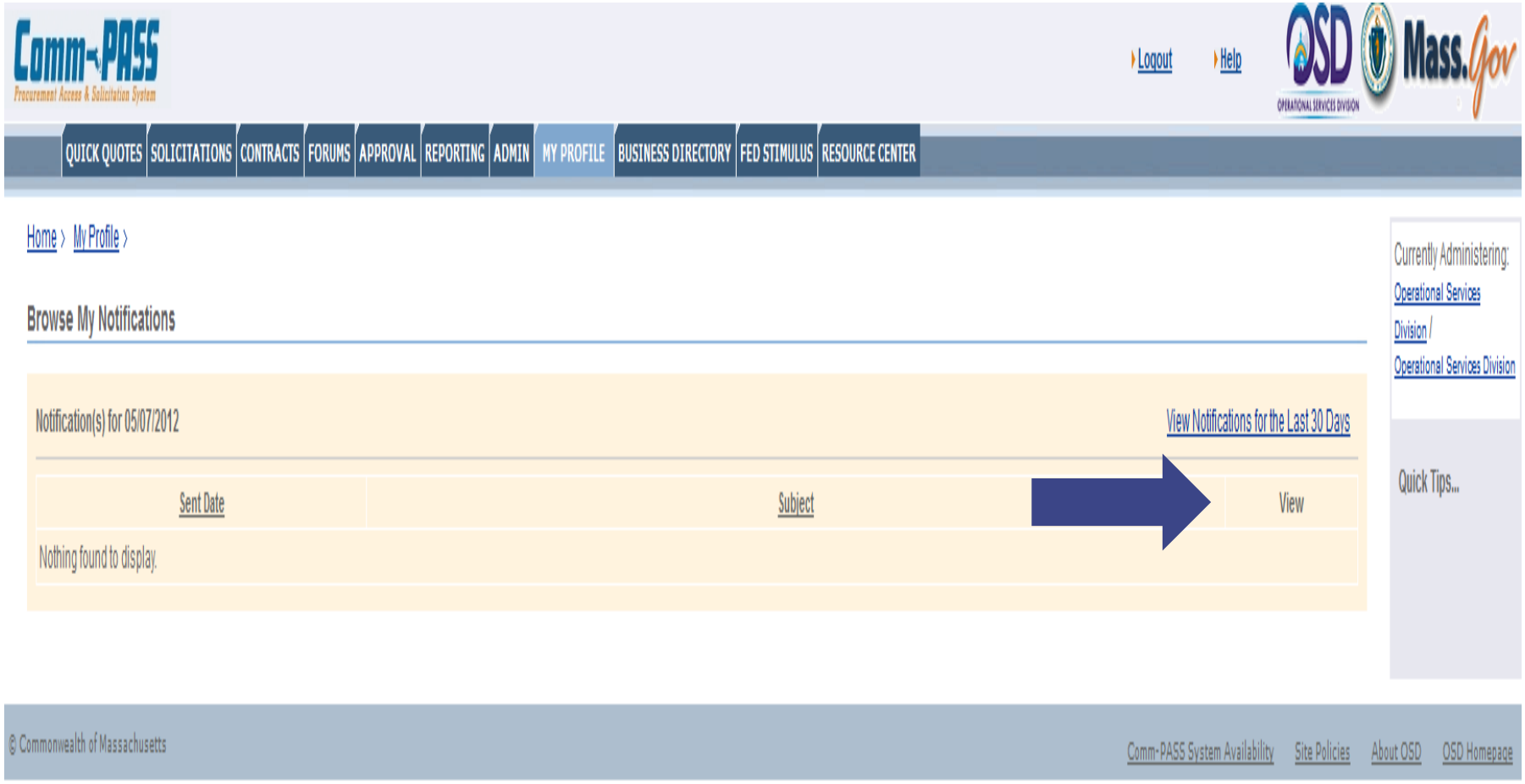

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Use the scroll bar to access the message content. Select “My Notifications” breadcrumb to return.

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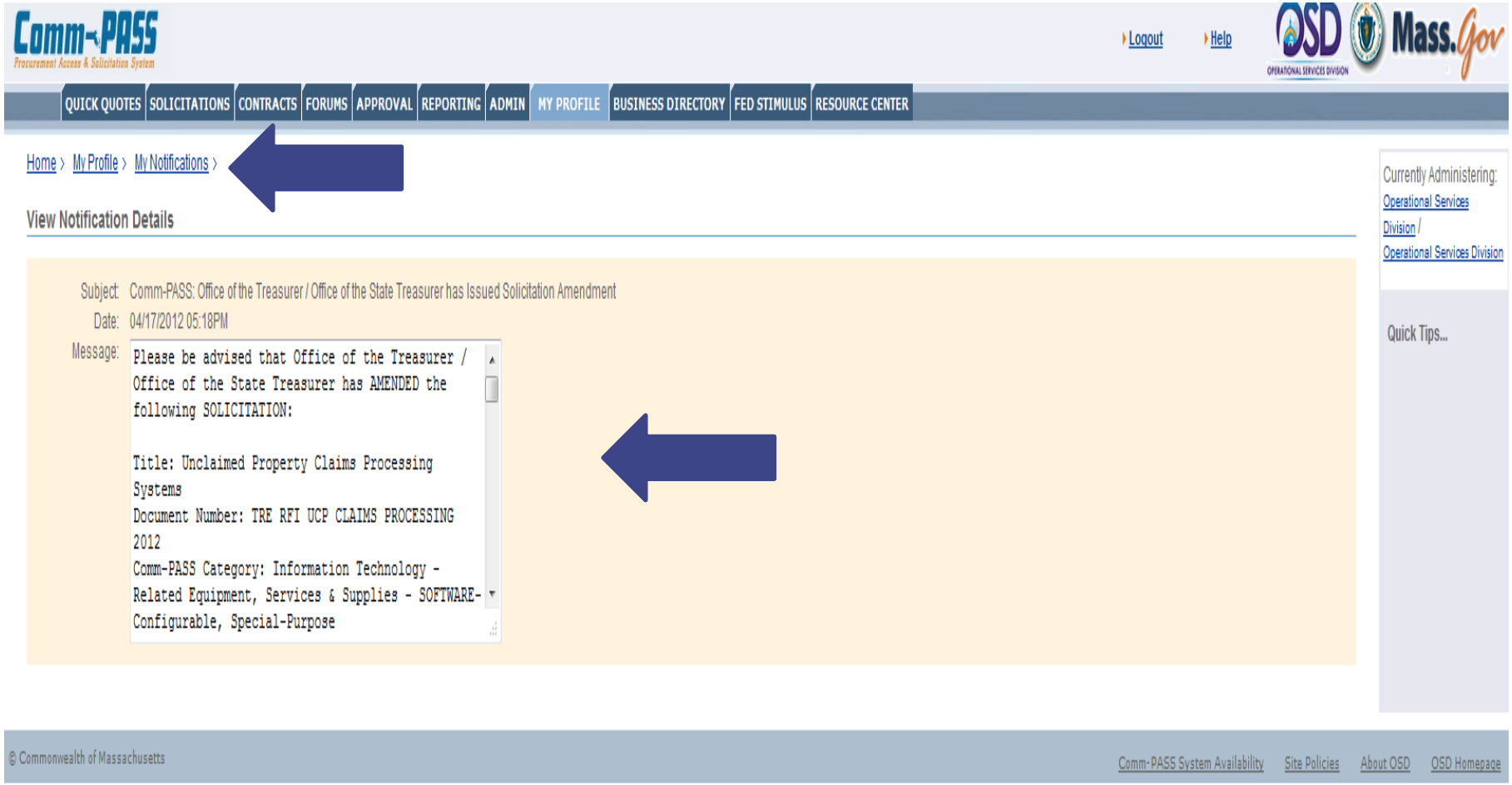

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Select the “View Notifications for the Last 30 Days” link to access aged notifications, if any.

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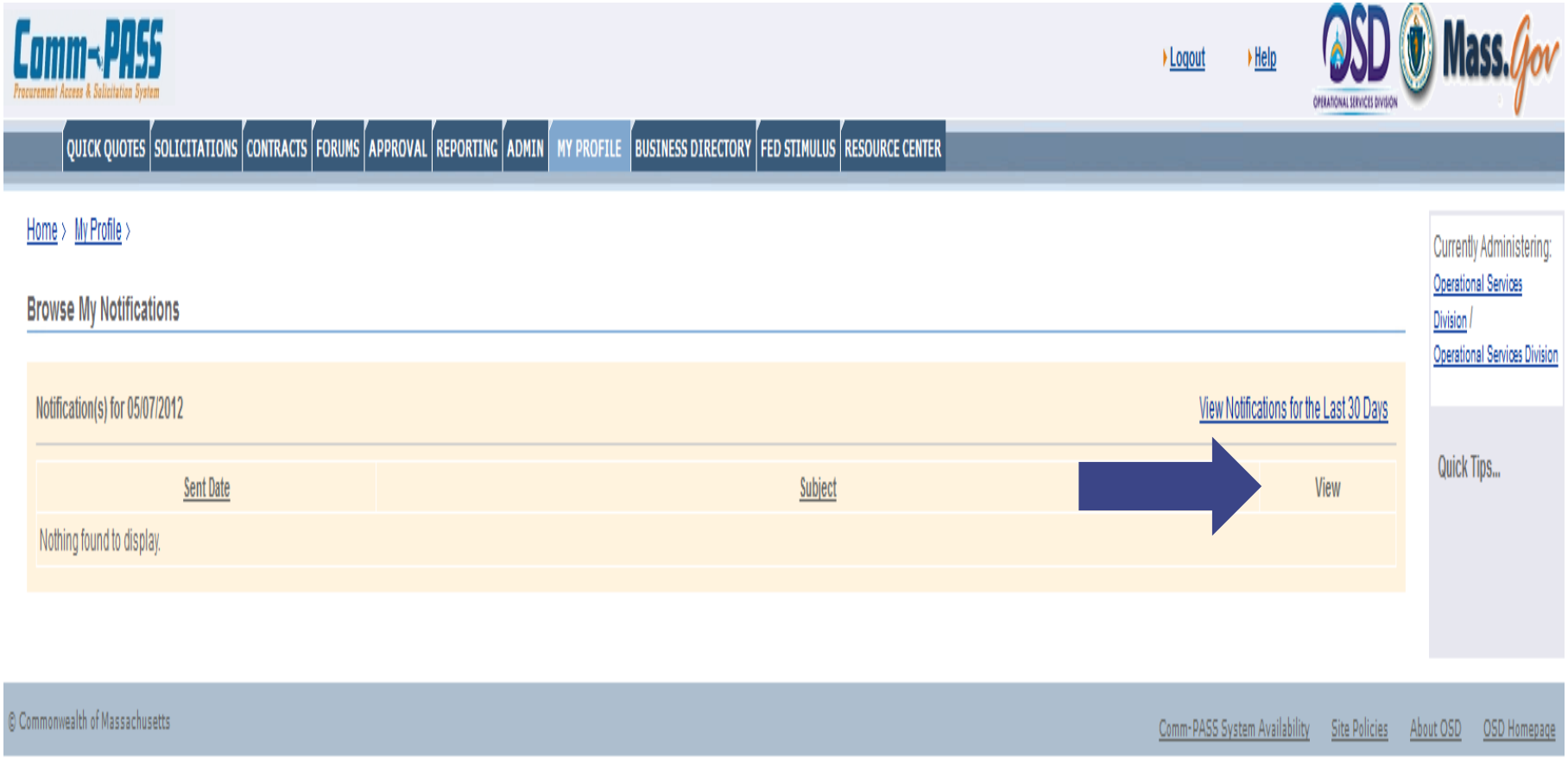

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Email based on your system activity is prefaced with “Comm-PASS”. Broadcast messages sent by the System Administrator are not.

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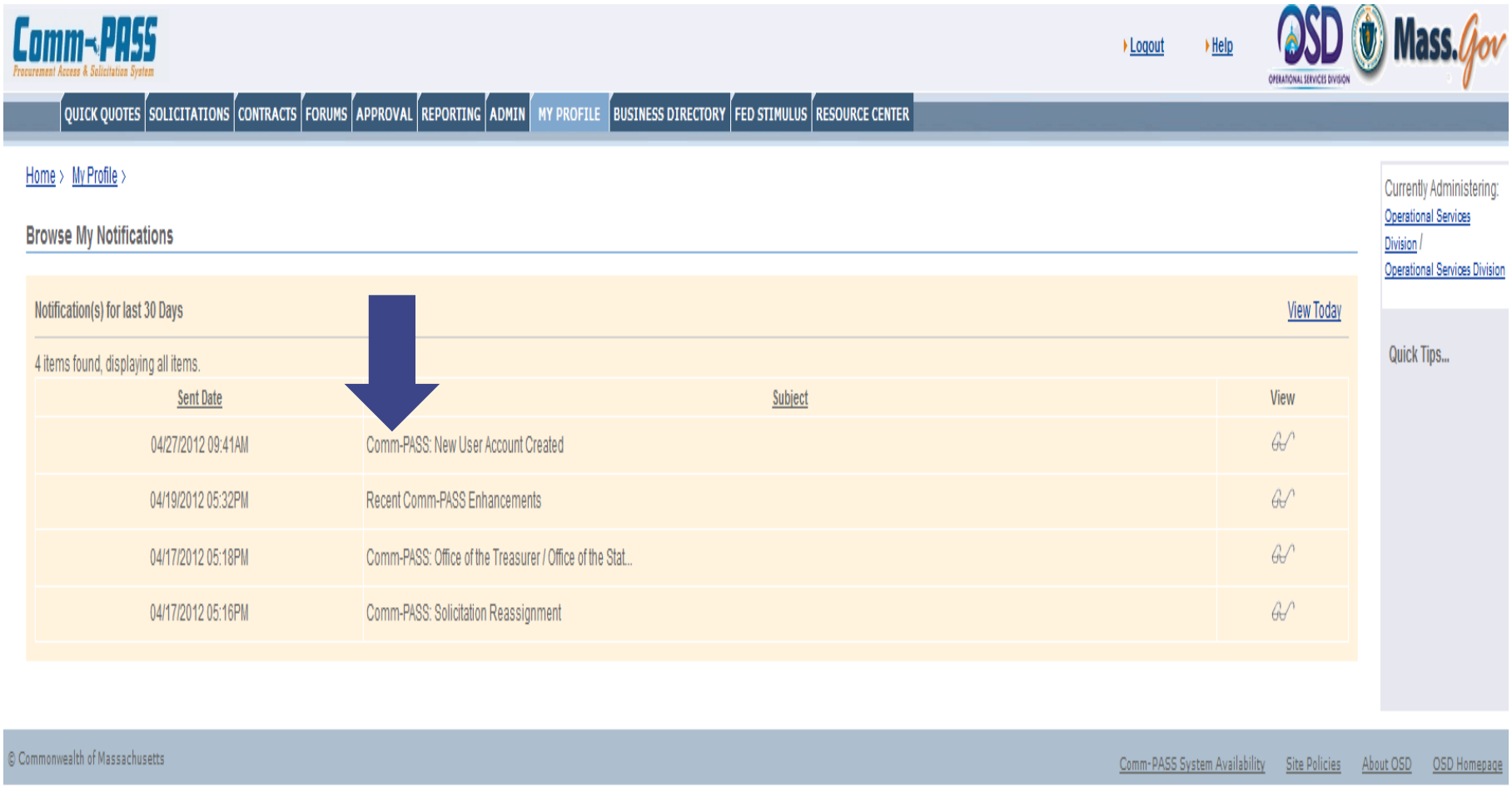

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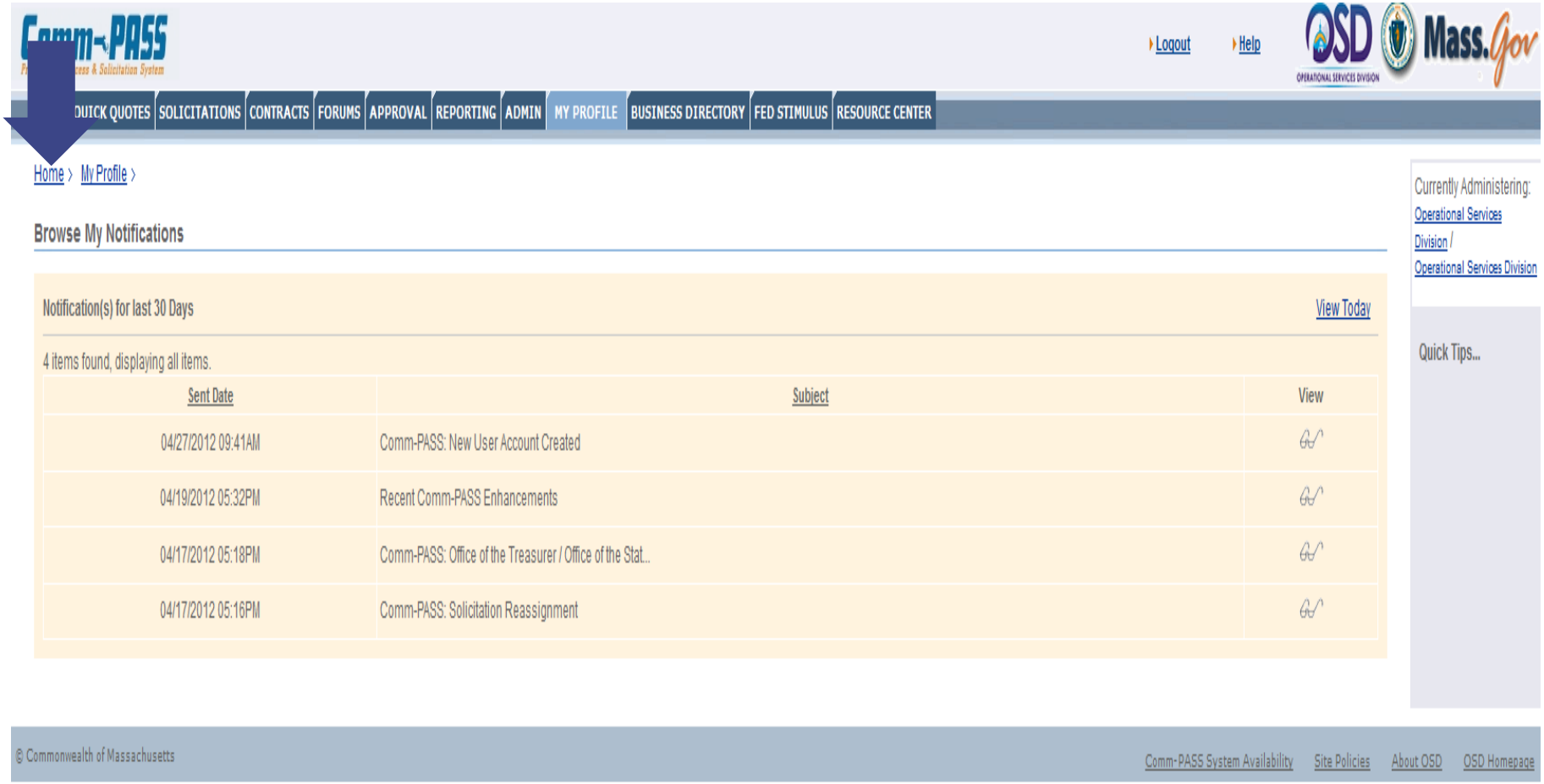

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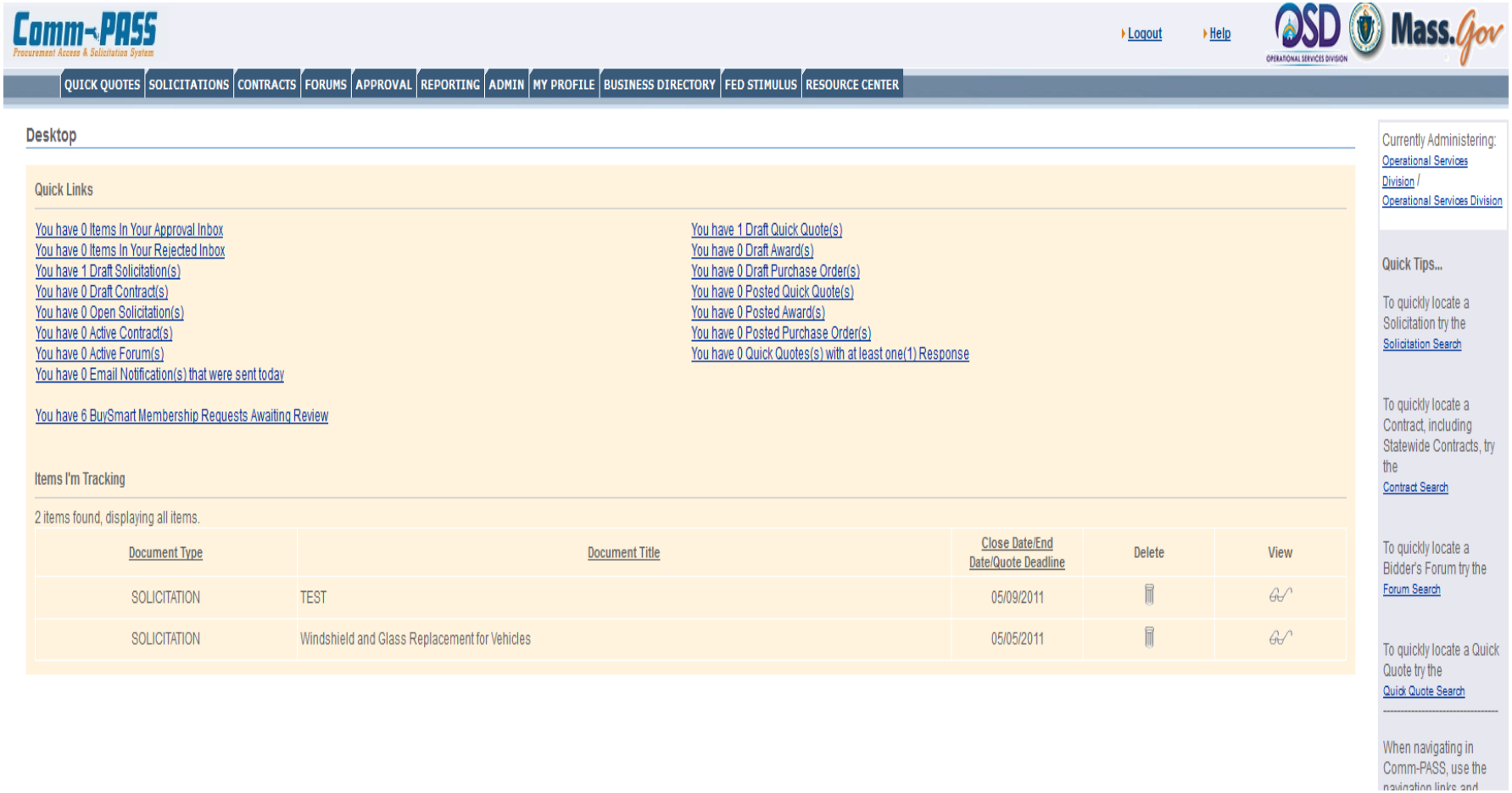

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